USER MANUAL
Staff Deployment

(Document 27e)

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

Table of Contents

1 MODULE OVERVIEW 1

1.1 INTRODUCTION 1
1.1.1 Objective 1
1.2 FUNCTION CHART 2
1.3 FLOW DIAGRAM 4
1.4 INTERACTIONS WITH OTHER MODULES 5

2 OPERATION PROCEDURES 11

2.1 DATA CAPTURE 11
2.2 SETUP 13
2.2.1 Substitution Criteria 13
Substitution Criteria 13
Assign Staff Substitution Sequence 14
Assign a Group of Staff With the Same Substitution Sequence 16
2.2.2 Period Weight 18
2.2.3 Staff Availability 20
Set Free Period By Staff 20
Staff Not Available 21
Free S5 & S7 Teacher 22
Free S6 & S7 Teacher 23
2.2.4 Substitute Balance Count 26
2.2.5 Substitute Balance C/F 27
2.3 STAFF LEAVE / ABSENCE 29
Add Staff Leave / Absence 29
Update Staff Leave / Absence 31
Maintain Paternity Leave Information 34
Substitution Plan 36
Delete Staff Leave / Absence 39
2.4 SUBSTITUTION PLAN 41
2.4.1 Outstanding 41
2.4.2 Completed 48
2.4.3 Departed Staff 50
2.5 INTERNAL SUBSTITUTION REASSIGNMENT 57
2.6 EXTERNAL SUBSTITUTION REASSIGNMENT 62
2.7 SUBSTITUTION BALANCE ADJUSTMENT 64
Add Substitution Balance Adjustment 64
Delete Substitution Balance Adjustment 65
2.8 SICK LEAVE BALANCE ADJUSTMENT 67
View/Adjust sick leave balance 67
Set initial Adjustment Figure 69
2.9 ENQUIRY 71
2.9.1 Leave / Absence Record 71
2.9.2 Substitution Comparison 72
Substituted for others 72
Substituted by others 73
2.9.3 Substitution Summary 75
2.9.4 Substitution Balance to be Carried Forward 77
2.9.5 Sick Leave Balance 79
2.10 SUPPLY TEACHER 80
Add Supply Teacher 80
Update Supply Teacher Details 81

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

Update Supply Teacher Address Details 83
Add Employment History 84
Delete Employment History 85
Delete Supply Teacher 86
2.11 REPORT 88
2.11.1 Generate Report 88
2.11.2 Staff Leave Details Report (R-STD001-E) 89
2.11.3 Sick Leave Balance Adjustment Report (R-STD002-E) 90
2.11.4 Sick Leave Balance Report (R-STD003-E) 91
2.11.5 Internal Substitution Notice Report (By Absentee) (R-STD004-E) 93
2.11.6 Internal Substitution Notice Report (By Substitute) (R-STD005-E) 94
2.11.7 Teacher Substitution Comparison Details Report (R-STD006-E) 95
2.11.8 Teacher Substitution Comparison Summary Report (R-STD007-E) 97
2.11.9 Teacher Substitution Balance Report (R-STD008-E) 98
2.11.10 Supply Teacher List (R-STD009-E) 99
2.11.11 Supply Teacher Substitution Report (R-STD010-E) 100
2.11.12 Annual Summary of Leave Records of Teachers (R-STD011-E) 101
2.11.13 Leave Record Report (R-STD012-E) 102
2.11.14 Sick Leave Record Report (R-STD013-E) 103
2.11.15 Leave Record of Non-Teaching Staff (R-STD014-E) 105
2.11.16 Other Leave Record Report (Excluding Sick Leave) (R-STD015-E) 106
2.12 DATA COMMUNICATION 108
2.12.1 Preparing Outgoing Data 108
2.12.2 Preparing Outgoing Data 110

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

1 Module Overview

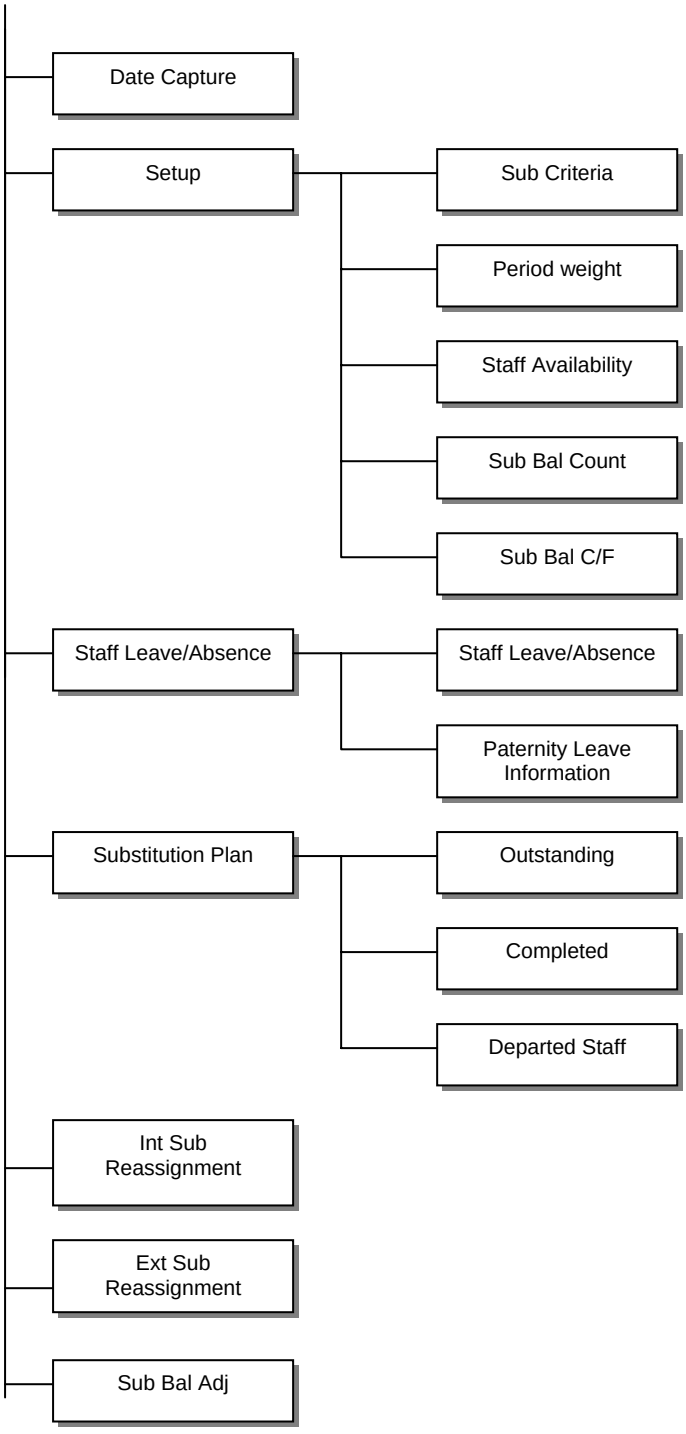
1.1 Introduction

1.1.1 Objective

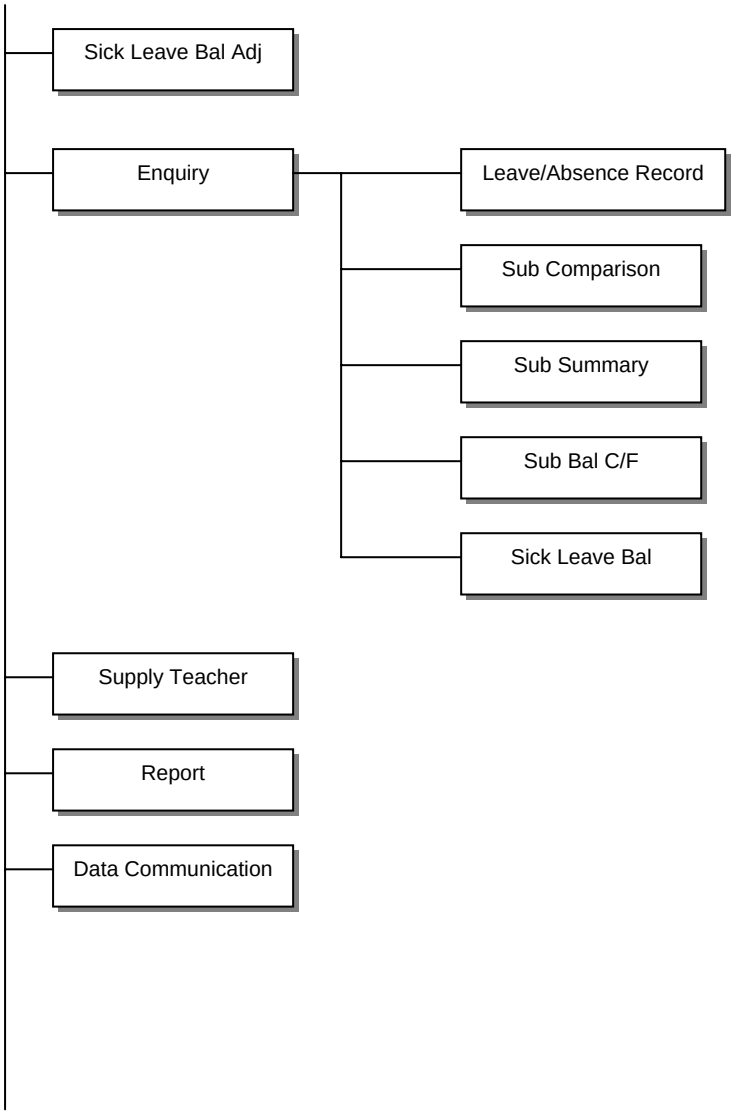
Staff Deployment Module is used to maintain staff absence and leave. This document provides knowledge and corresponding procedural guide on Staff Deployment Module. It also provides advanced functions to calculate substitution and sick leave balance.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

1.2 Function Chart

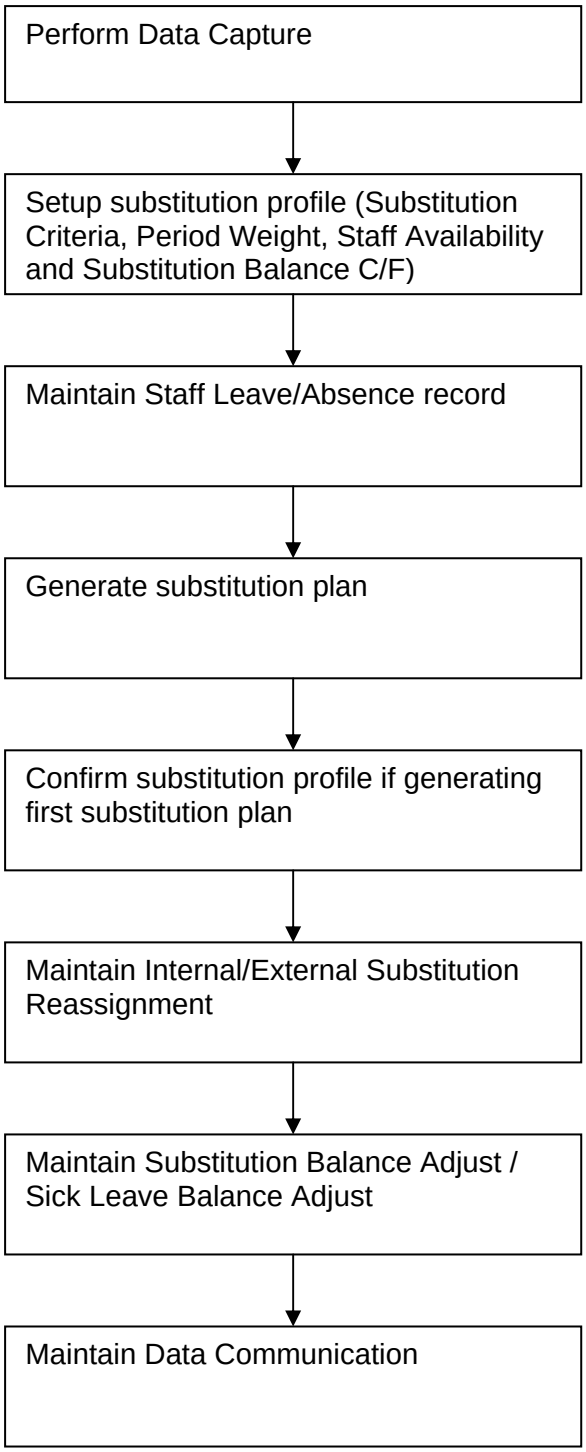


Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



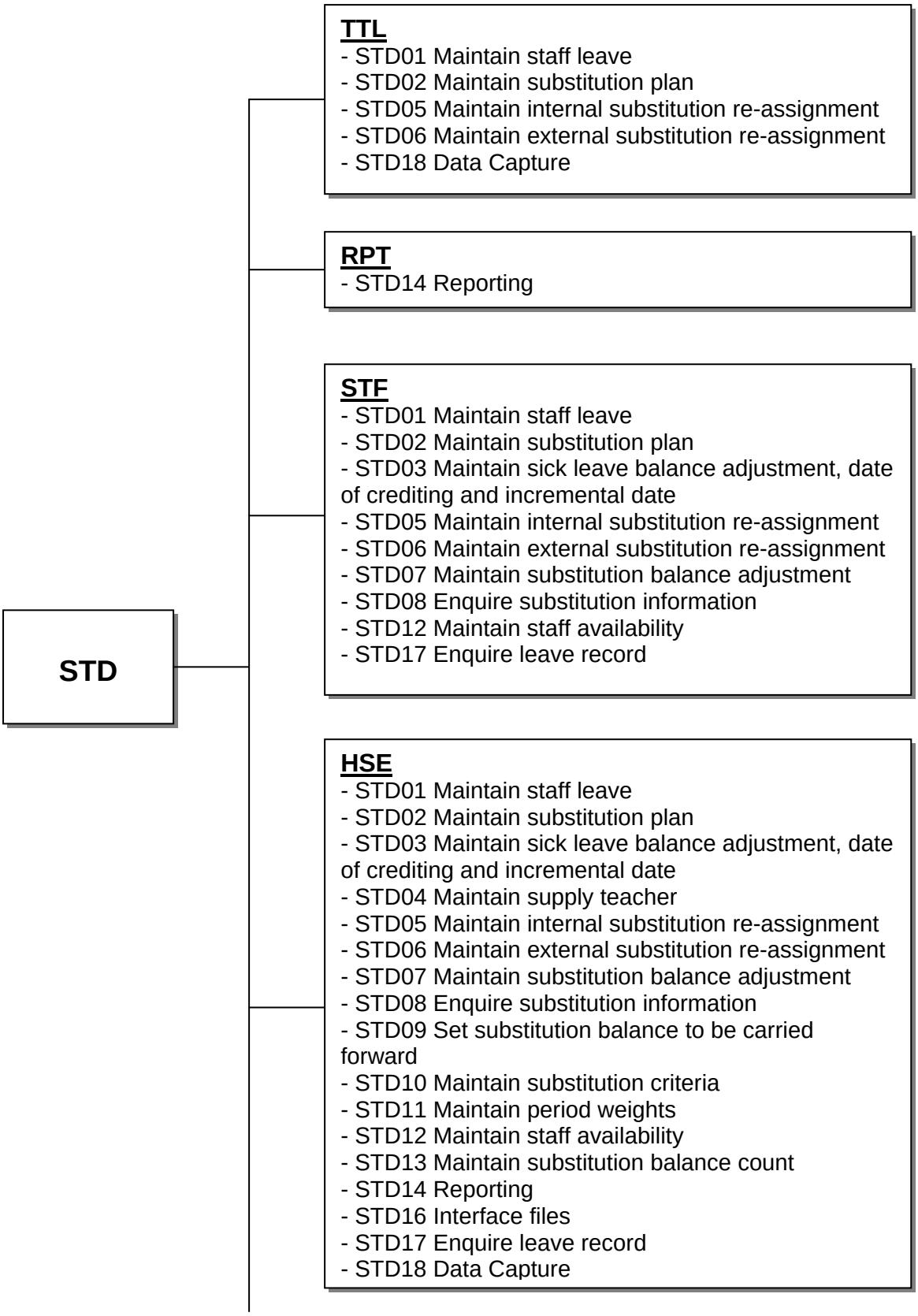
Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

1.3 Flow Diagram

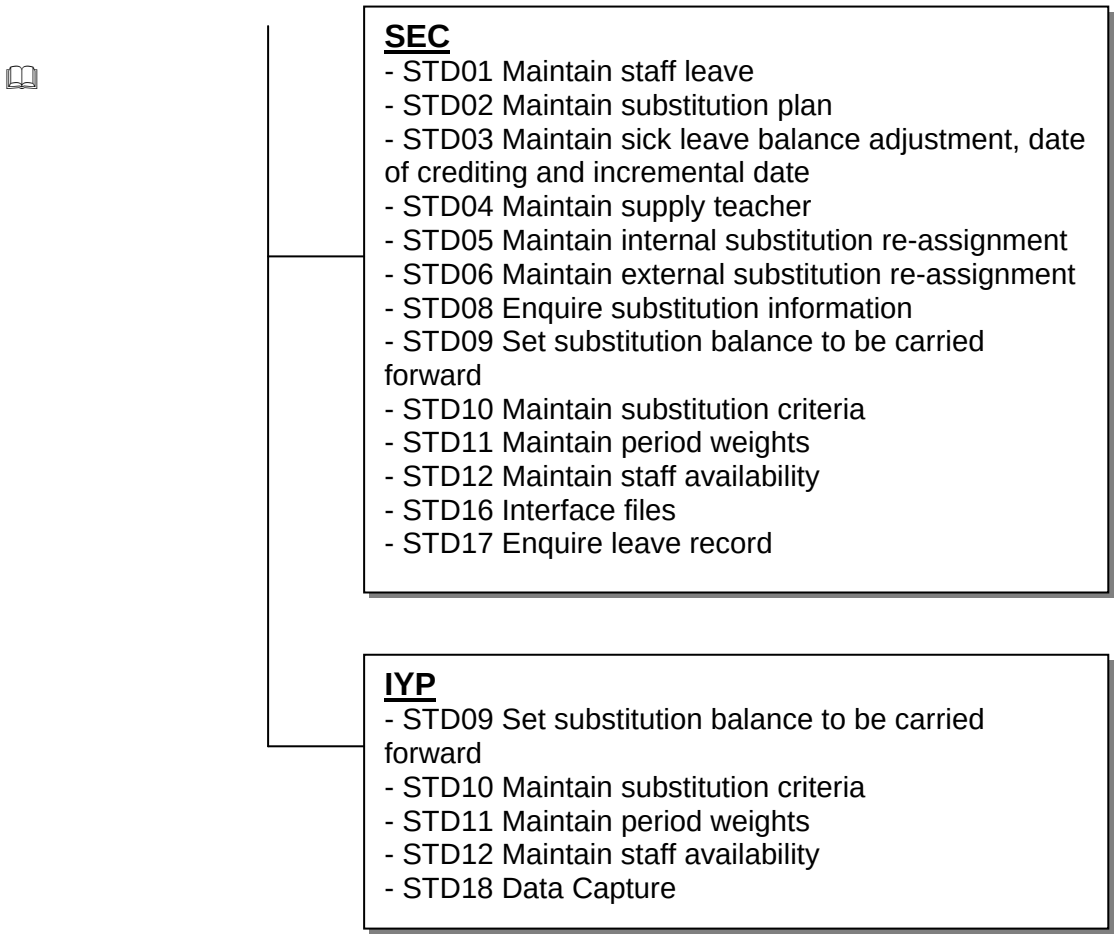

Perform Data Capture
Setup substitution profile (Substitution Criteria, Period Weight, Staff Availability and Substitution Balance C/F)
Maintain Staff Leave/Absence record
Generate substitution plan
Confirm substitution profile if generating first substitution plan
Maintain Internal/External Substitution Reassignment
Maintain Substitution Balance Adjust / Sick Leave Balance Adjust
Maintain Data Communication

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

1.4 Interactions with other modules


STD
TTL
- STD01 Maintain staff leave
- STD02 Maintain substitution plan
- STD05 Maintain internal substitution re-assignment
- STD06 Maintain external substitution re-assignment
- STD18 Data Capture
RPT
- STD14 Reporting
STF
- STD01 Maintain staff leave
- STD02 Maintain substitution plan
- STD03 Maintain sick leave balance adjustment, date of crediting and incremental date
- STD05 Maintain internal substitution re-assignment
- STD06 Maintain external substitution re-assignment
- STD07 Maintain substitution balance adjustment
- STD08 Enquire substitution information
- STD12 Maintain staff availability
- STD17 Enquire leave record
HSE
- STD01 Maintain staff leave
- STD02 Maintain substitution plan
- STD03 Maintain sick leave balance adjustment, date of crediting and incremental date
- STD04 Maintain supply teacher
- STD05 Maintain internal substitution re-assignment
- STD06 Maintain external substitution re-assignment
- STD07 Maintain substitution balance adjustment
- STD08 Enquire substitution information
- STD09 Set substitution balance to be carried forward
- STD10 Maintain substitution criteria
- STD11 Maintain period weights
- STD12 Maintain staff availability
- STD13 Maintain substitution balance count
- STD14 Reporting
- STD16 Interface files
- STD17 Enquire leave record
- STD18 Data Capture

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.


SEC
- STD01 Maintain staff leave
- STD02 Maintain substitution plan
- STD03 Maintain sick leave balance adjustment, date of crediting and incremental date
- STD04 Maintain supply teacher
- STD05 Maintain internal substitution re-assignment
- STD06 Maintain external substitution re-assignment
- STD08 Enquire substitution information
- STD09 Set substitution balance to be carried forward
- STD10 Maintain substitution criteria
- STD11 Maintain period weights
- STD12 Maintain staff availability
- STD16 Interface files
- STD17 Enquire leave record
IYP
- STD09 Set substitution balance to be carried forward
- STD10 Maintain substitution criteria
- STD11 Maintain period weights
- STD12 Maintain staff availability
- STD18 Data Capture

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

STD01 – Maintain staff leave

- STD
  - Check if substitution plan record exists when updating/deleting leave record.
- STF
  - Staff record must be created.
- TTL
  - Call timetable function to view staff timetable.
- HSE
  - Get code description.
- SEC
  - Check if the user has access right to specific school level and session.

📖 **STD02 – Maintain substitution plan**

- STD
  - Check period of leave taken
  - Get departed staff list.
- STF
  - Staff record must be created.
  - Get shared staff list.
- TTL
  - Call timetable function to view staff timetable.
- HSE
  - Get code description.
- SEC
  - Check if the user has access right to specific school level and session.

📖 **STD03 – Maintain sick leave balance adjustment, date of crediting and incremental date.**

- STD
  - Check leave taken.
  - Adjust affected leave records.
- STF
  - Staff record must be created.
  - Get initial sick leave, date of crediting and incremental date.
- HSE
  - Get code description.
- SEC
  - Check if the user has access right to specific school level and session.

📖 **STD04 – Maintain supply teacher**

- HSE
  - Get code description.
- SEC
  - Check if the user has access right to specific school level and session.

📖 **STD05 – Maintain internal substitution re-assignment**

- STD
  - Get substitution plan generated.
- STF
  - Staff record must be created.
  - Get shared staff list.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

- TTL
  - Call timetable function to view staff timetable.
- HSE
  - Get code description.
- SEC
  - Check if the user has access right to specific school level and session.

📖 **STD06 – Maintain external substitution re-assignment**

- STD
  - Get substitution plan generated.
- STF
  - Staff record must be created.
  - Get shared staff list.
- TTL
  - Call timetable function to view staff timetable.
- HSE
  - Get code description.
- SEC
  - Check if the user has access right to specific school level and session.

📖 **STD07 – Maintain substitution balance adjustment**

- STF
  - Staff record must be created.
- HSE
  - Get code description.

📖 **STD08 – Enquire substitution information**

- STF
  - Staff record must be created.
- HSE
  - Get code description.
- SEC
  - Check if the user has access right to specific school level and session.

📖 **STD09 – Set substitution balance to be carried forward**

- HSE
  - Get code description.
- SEC
  - Check if the user has access right to specific school level and session.
- IYP
  - After new school year has started, upon generating the first substitution record, user will be prompted to set substitution balance to be carried forward.

📖 **STD10 – Maintain substitution criteria**

- HSE
  - Get code description.
- SEC
  - Check if the user has access right to specific school level and session.
- IYP

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

- After new school year has started, upon generating the first substitution plan, user will be reminded to confirm the staff substitution sequence setup for new school year.

📖 **STD11 – Maintain period weights**

- HSE
  - Get code description.
- SEC
  - Check if the user has access right to specific school level and session.
- IYP
  - After new school year has started, upon generating the first substitution plan, user will be prompted to confirm the period weights for new school year.

📖 **STD12 – Maintain staff availability**

- STF
  - Staff record must be created.
- HSE
  - Get code description.
- SEC
  - Check if the user has access right to specific school level and session.
- IYP
  - After new school year has started, upon generating the first substitution plan, last term end dates will be reset and user will be prompted to set S5 & S7 teacher to be free for substitution for new school year.

📖 **STD13 – Maintain substitution balance count**

- HSE
  - Get code description.

📖 **STD14 – Reporting**

- RPT
  - Show details report list links.
- HSE
  - Get code description.

📖 **STD16 – Interface files**

- HSE
  - Get code description.
- SEC
  - Check if the user has access right to specific school level and session.

📖 **STD17 – Enquire leave record**

- STF
  - Staff record must be created.
- HSE
  - Get code description.
- SEC
  - Check if the user has access right to specific school level and session.

📖 **STD18 – Data Capture**

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

- TTL
  - Import timetable data.
- HSE
  - Get code description.
- IYP
  - After new school year has started, upon generating the first substitution plan, the user will be prompted to clear the timetable of previous year.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2 Operation Procedures

2.1 Data Capture

Function Description

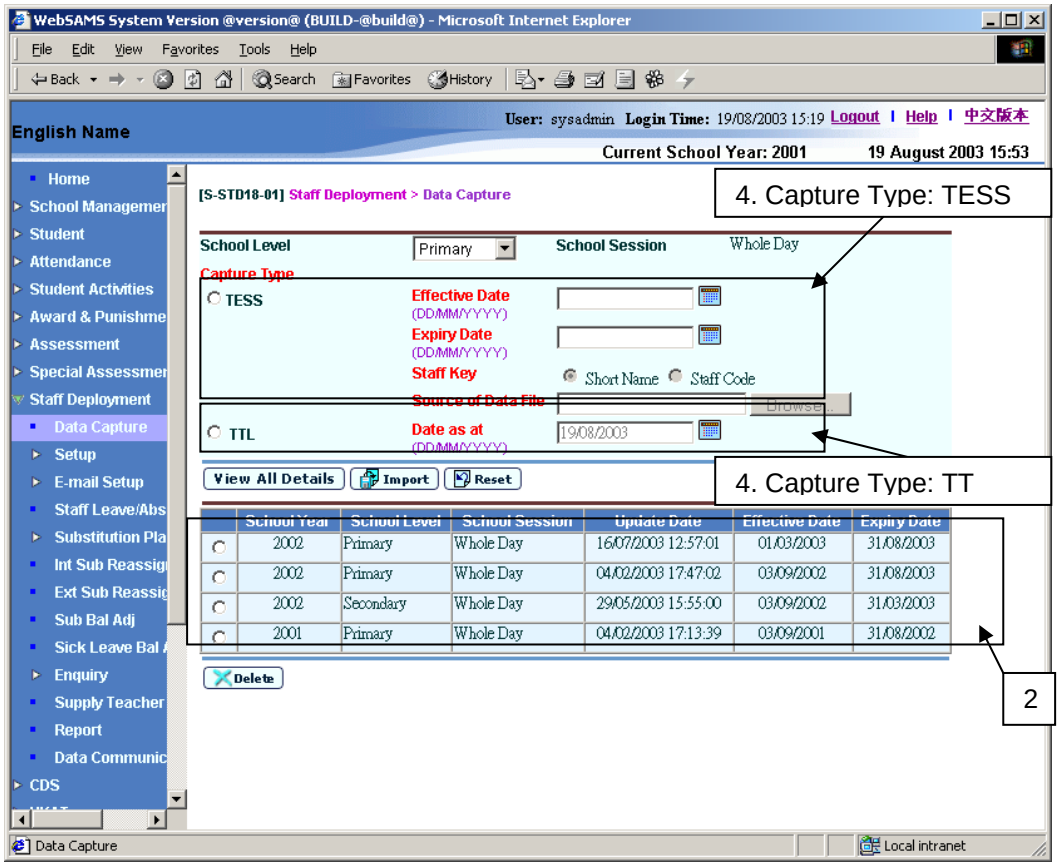
User can import data released from TESS (SAMS standalone timetabling system) or capture updated data in WebSAMS timetabling system.

Pre-requisites

TESS/TTL Timetable is ready for capture.

User Procedures

1. Click **[Staff Deployment] → [Data Capture]** in left menu.
2. Click **[View All Details]** to view the details of data sets that have been captured into the system.
3. Select the capture type by enabling **TESS** to capture data released from SAMS standalone timetabling system or enable **TTL** to capture data released from WebSAMS timetabling system.



4. Fill in the details for the capture type:
   - **TESS**
     a. Set the effective period for the data to be captured.
     b. Locate the source file from user's local workstation.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

- **TTL**
  a. Set the **Date as at** for the data capture operation.

5. Click **[Import]** button.

🕮 Post-effects

N/A

🕮 Notes

1. Capture data from TESS
   - Each import file contains timetable information for a school level and session. System will be based on the school level and school session specified in import file to import data for respective school level and session in WebSAMS.
   - The system will validate data integrity of future substitution plan generated after importing new timetabling information. The system will prompt user that affected substitution detail records will be voided. However, data integrity of past substitution records will not be checked.
2. Capture data from WebSAMS TTL
   - Effective date and expiry date will be set as the effective period of the finalized TTL timetable.
   - The system will validate data integrity of future substitution plan generated after importing new timetabling information. The system will prompt user that affected substitution detail records will be voided. However, data integrity of past substitution records will not be checked.
   - Collaborative Lesson Planning Period will also be included in the captured data

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.2 Setup

Set the substitution criteria and respective priorities. The substitution criteria and priorities will be used to sort the free teacher list and auto-generate substitution plan. The system will base on priority set for these factors and automatically generates a substitution plan / sort the free teacher list. If priority of staff rank is considered first, the system should first identity those free teachers whose rank is of the highest priority. If more than one teacher can be found, the system will based on the second factor, e.g. substitution balance, to select one of the teacher. If second factor is not enough to find a teacher, the system will base on third or even fourth factor to locate a substitution teacher. If more than one teacher still remains, the system will select one of the teachers randomly.

2.2.1 Substitution Criteria

Substitution Criteria

📖 Function Description

1. User can set the criteria and priority for both internal and external substitution.
2. Criteria available for Internal Substitution:
   a. Workload limit. Supply teacher whose workload has not exceeded limit will be considered first.
   b. Workload of a supply teacher. Supply teacher with lesser workload will be considered first.
3. Criteria available for External Substitution:
   a. Workload limit. Staff whose workload has not exceeded limit will be considered first.
   b. Workload of a teaching staff. Staff with lesser workload will be considered first.
   c. Substitution balance of a teacher, i.e. substitution balance carried forward + (substitution for – substitution by) + total substitution adjustment. Staff whose substitution balance is smaller will be considered first.
   d. Substitution limit. Staff who has already been assigned limited periods of substitution duty will not be considered first.
   e. Staff substitution sequence. Staff whose substitution sequence is higher (1 is the highest and 10 is lowest) will be considered first. User can maintain staff substitution sequence.
   f. Class teacher. Staff who is a class teacher of the affected class will be considered first.
   g. Subject teacher. Staff who is a subject teacher of the affected class will be considered first.
   h. Teacher teaching same subject. Staff who is teaching the same subject as the absentee will be considered first.

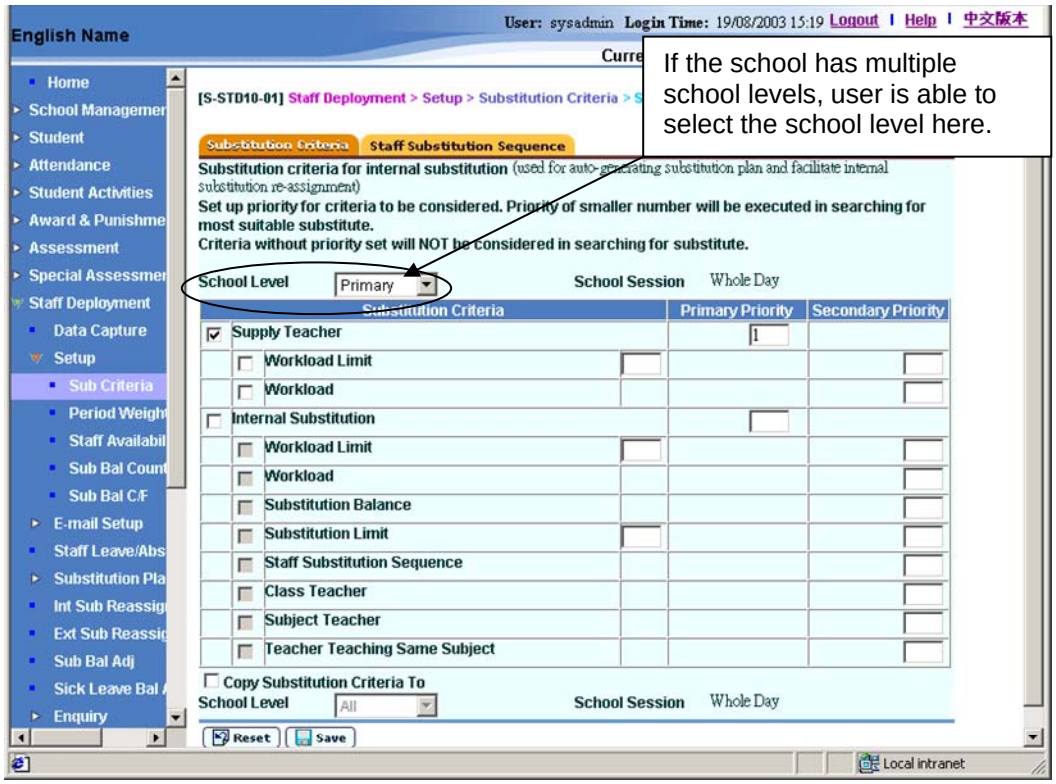
📖 Pre-requisites

N/A

🖱 User Procedures

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

1. Click **[Staff Deployment]** → **[Setup]** → **[Sub Criteria]** in left menu.
2. Click **[Substitution Criteria]** tab.
3. Select the target school level and school session.


If the school has multiple school levels, user is able to select the school level here.
English Name
User: sysadmin Login Time: 19/08/2003 15:19 Logout | Help | 中文版本
[S-STD10-01] Staff Deployment > Setup > Substitution Criteria
Substitution Criteria
Staff Substitution Sequence
Substitution criteria for internal substitution (used for auto-generating substitution plan and facilitate internal substitution re-assignment)
Set up priority for criteria to be considered. Priority of smaller number will be executed in searching for most suitable substitute.
Criteria without priority set will NOT be considered in searching for substitute.
School Level Primary
School Session Whole Day
Substitution Criteria
Primary Priority
Secondary Priority
Supply Teacher
Workload Limit
Workload
Internal Substitution
Workload Limit
Workload
Substitution Balance
Substitution Limit
Staff Substitution Sequence
Class Teacher
Subject Teacher
Teacher Teaching Same Subject
Copy Substitution Criteria To
School Level All
School Session Whole Day
Reset
Save
Local intranet

4. List of criteria for both internal and external substitution is displayed. Check the box(es) aside the **Substitution Criteria** to be considered in finding substitution teacher.
5. Fill in the primary and secondary priority for the substitution criteria(s) selected.
6. Click **[Save]** button.

📖 Post-effects

1. The substitution criteria and priorities will be arranged accordingly and used in auto-generate substitution plan and sort free teacher list for internal substitution re-assignment.

📖 Notes

1. The system will prompt the user to re-assign the priority for criteria if the same priority is assigned to more than one criterion under same hierarchy.
2. If the school has multiple school levels, a check box and selection box is available for the user to check and select so as to copy the substitution criteria to another school level.

<u>Assign Staff Substitution Sequence</u>

📖 Function Description

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

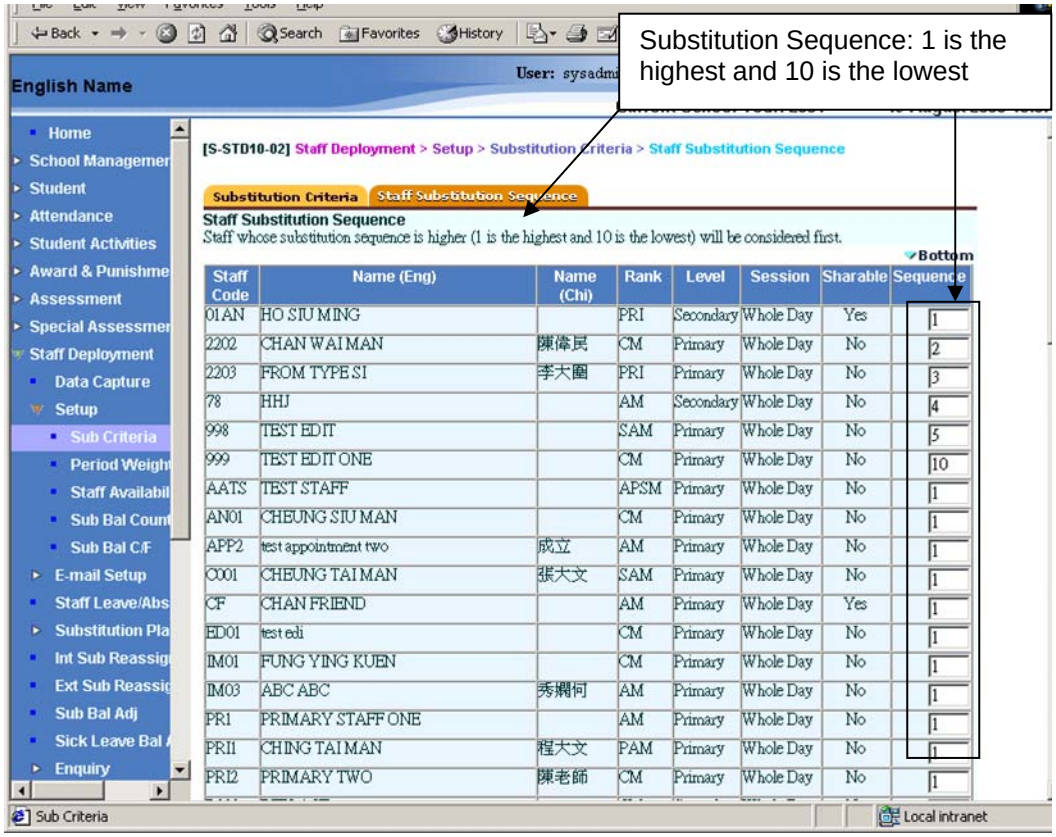
User can assign the substitution sequence for all staff with teaching duty in which those with higher substitution sequence (1 is the highest and 10 is the lowest) will be considered first. Assign Substitution Sequence By Staff enable user to assign different substitution sequences to individual staff.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Staff Deployment] → [Setup] → [Sub Criteria]** in left menu.
2. Click **[Staff Substitution Sequence]** tab.


Substitution Sequence: 1 is the highest and 10 is the lowest
English Name
[S-STD10-02] Staff Deployment > Setup > Substitution Criteria > Staff Substitution Sequence
Substitution Criteria
Staff Substitution Sequence
Staff Substitution Sequence
Staff whose substitution sequence is higher (1 is the highest and 10 is the lowest) will be considered first.
Bottom
Staff Code | Name (Eng) | Name (Chi) | Rank | Level | Session | Sharable | Sequence
01AN | HO SIU MING | | PRI | Secondary | Whole Day | Yes | 1
2202 | CHAN WAI MAN | 陳偉民 | CM | Primary | Whole Day | No | 2
2203 | FROM TYPE SI | 李大圖 | PRI | Primary | Whole Day | No | 3
78 | HHJ | | AM | Secondary | Whole Day | No | 4
998 | TEST EDIT | | SAM | Primary | Whole Day | No | 5
999 | TEST EDIT ONE | | CM | Primary | Whole Day | No | 10
AATS | TEST STAFF | | APSM | Primary | Whole Day | No | 1
AN01 | CHEUNG SIU MAN | | CM | Primary | Whole Day | No | 1
APP2 | test appointment two | 成立 | AM | Primary | Whole Day | No | 1
C001 | CHEUNG TAI MAN | 張大文 | SAM | Primary | Whole Day | No | 1
CF | CHAN FRIEND | | AM | Primary | Whole Day | Yes | 1
ED01 | test edi | | CM | Primary | Whole Day | No | 1
IM01 | FUNG YING KUEN | | CM | Primary | Whole Day | No | 1
IM03 | ABC ABC | 秀嫻何 | AM | Primary | Whole Day | No | 1
PR1 | PRIMARY STAFF ONE | | AM | Primary | Whole Day | No | 1
PR11 | CHING TAI MAN | 程大文 | PAM | Primary | Whole Day | No | 1
PR12 | PRIMARY TWO | 陳老師 | CM | Primary | Whole Day | No | 1
Sub Criteria
Local intranet

3. List of staff to be substituted and their corresponding substitution sequence is displayed. Amend the substitution sequence for individual staff.
4. Click **[Save]** button.

📖 Post-effects

N/A

📖 Notes

1. The substitution sequence for new staff with teaching duty is set to 5 by default.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2. After the new school year has started, upon generating the first substitution plan, user will be reminded to confirm the staff substitution sequence setup for the new school year.

Assign a Group of Staff With the Same Substitution Sequence

📖 Function Description

User can assign the substitution sequence for all staff with teaching duty in which those with higher substitution sequence (1 is the highest and 10 is the lowest) will be considered first. "Assign a group of staff with the same Substitution Sequence" enables user to assign a substitution sequence to a group of selected staff.

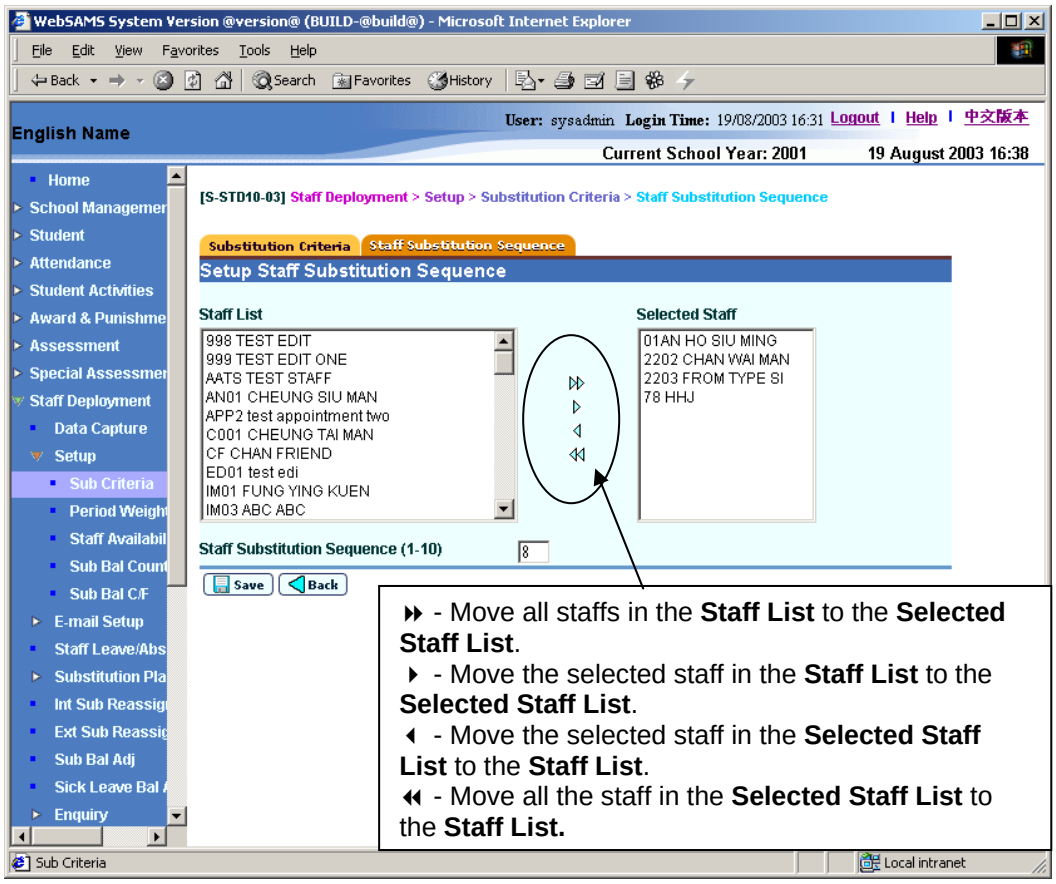
📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Staff Deployment] → [Setup] → [Sub Criteria]** in left menu.
2. Click **[Staff Substitution Sequence]** tab.
3. Click **[Setup]** button.
4. Select the staff(s) from the list box on the left and with the use of the arrow button to move the selected staff to the list box on the right. Fill in the **Staff Substitution Sequence (1-10)**. This sequence will be assigned to all selected staff.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.


WebSAMS System Version @version@ (BUILD-@build@) - Microsoft Internet Explorer
English Name
User: sysadmin Login Time: 19/08/2003 16:31 Logout Help 中文版本
Current School Year: 2001
19 August 2003 16:38
[S-STD10-03] Staff Deployment > Setup > Substitution Criteria > Staff Substitution Sequence
Substitution Criteria
Staff Substitution Sequence
Setup Staff Substitution Sequence
Staff List
998 TEST EDIT
999 TEST EDIT ONE
AATS TEST STAFF
AN01 CHEUNG SIU MAN
APP2 test appointment two
C001 CHEUNG TAI MAN
CF CHAN FRIEND
ED01 test edi
IM01 FUNG YING KUEN
IM03 ABC ABC
Selected Staff
01AN HO SIU MING
2202 CHAN WAI MAN
2203 FROM TYPE SI
78 HHJ
Staff Substitution Sequence (1-10)
8
Save
Back
- Move all staffs in the Staff List to the Selected Staff List.
- Move the selected staff in the Staff List to the Selected Staff List.
- Move the selected staff in the Selected Staff List to the Staff List.
- Move all the staff in the Selected Staff List to the Staff List.
Sub Criteria
Local intranet

5. Click **[Save]** button.

📖 Post-effects

N/A

📖 Notes

1. After the new school year has started, upon generating the first substitution plan, user will be reminded to confirm the staff substitution sequence setup for new school year.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.2.2 Period Weight

Function Description

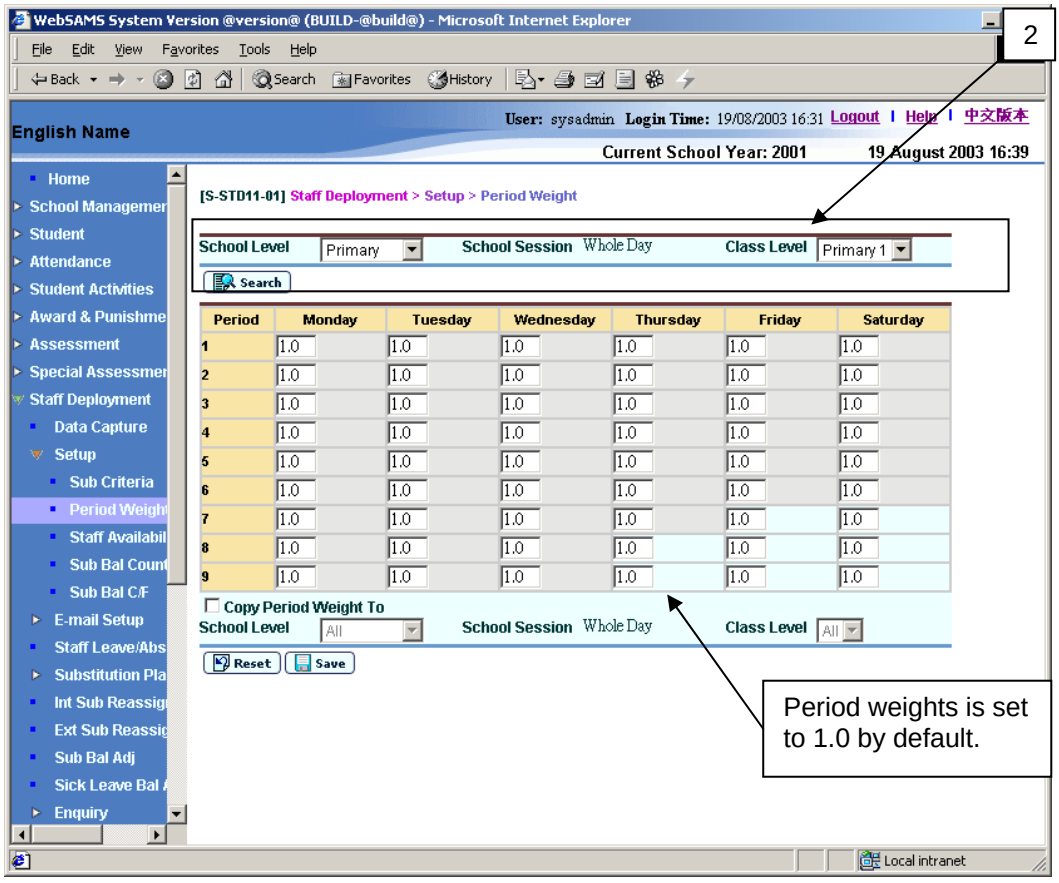
User can set the period weights to each period in the timetable. These weights will be used as substitution count for substitution plan generated. By default, period weights are set to 1. User can set weights (0-9.9) to periods of different school level, school session and class level.

Pre-requisites

N/A

User Procedures

1. Click **[Staff Deployment] → [Setup] → [Period Weight]** in left menu.
2. Select the **School Level**, **School Session** and **Class Level** for the period weights to be updated.
3. Click **[Search]** button.


2
WebSAMS System Version @version@ (BUILD-@build@) - Microsoft Internet Explorer
English Name
User: sysadmin Login Time: 19/08/2003 16:31 Logout Help 中文版本
Current School Year: 2001
19 August 2003 16:39
[S-STD11-01] Staff Deployment > Setup > Period Weight
School Level Primary
School Session Whole Day
Class Level Primary 1
Search
Period Monday Tuesday Wednesday Thursday Friday Saturday
Copy Period Weight To
School Level All
School Session Whole Day
Class Level All
Reset
Save
Period weights is set to 1.0 by default.

4. Period weights for all periods in a cycle of the selected school level, school session and class level are displayed. Amend the period weight.
5. Click **[Save]** button.

Post-effects

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

N/A

📖 Notes

1. Period weight is set to 1.0 by default and should be within the range of 0 – 9.9.
2. Extra periods from the older timetable will be highlighted in different colour.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.2.3 Staff Availability

User can set the availability of a staff within the school year. Availability of a staff will decide whether or not a staff will be selected to substitute absent teacher.

Set Free Period By Staff

Function Description

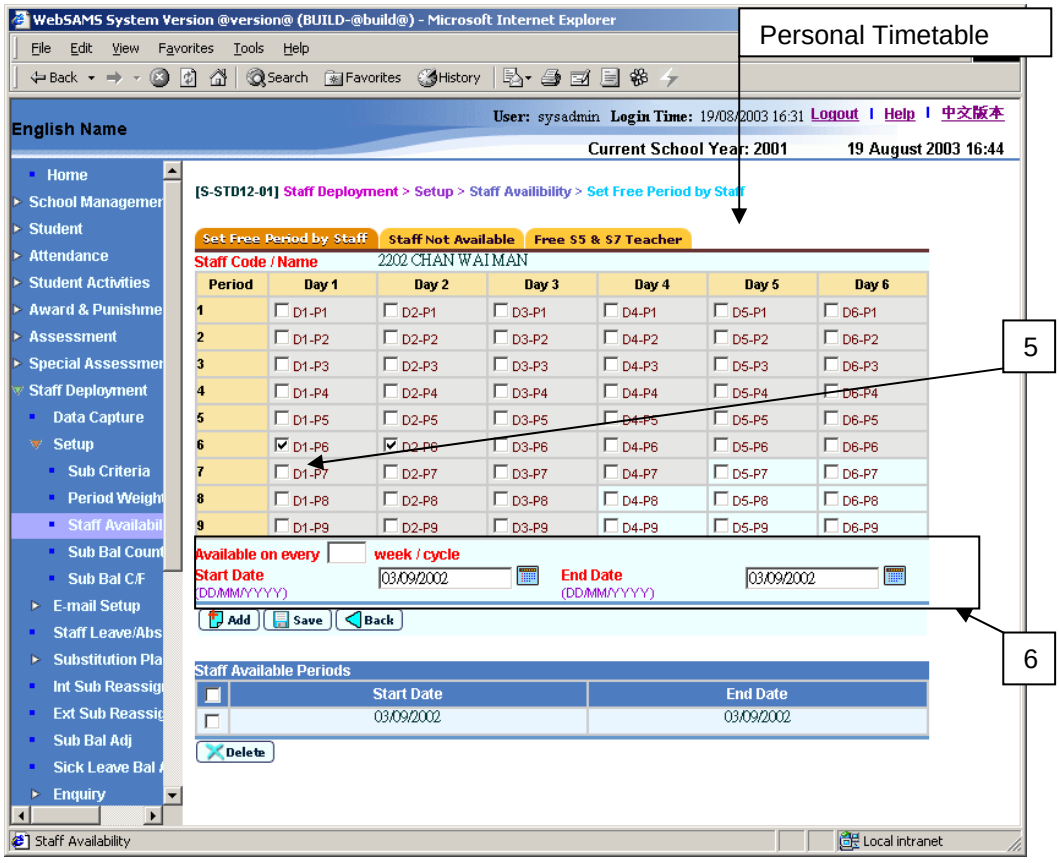
User can set periods to be free for a staff in which personal timetable of a teacher will be retrieved in advance.

Pre-requisites

N/A

User Procedures

1. Click **[Staff Deployment] → [Setup] → [Staff Availability]** in left menu.
2. Click **[Set Free Period by Staff]** tab.
3. Select a staff to set free period.
4. Personal timetable and the available date ranges for the selected staff are displayed.
5. Check the box(es) to set the free period(s) for the staff.



Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

6. Specify the date ranges for the available period. User can also set re-occurrence in terms of specific number of cycles/ weeks.
7. Click **[Save]** button.

📖 Post-effects

N/A

📖 Notes

1. **End Date** should not be earlier than **Start Date**.
2. After the new school year has started, upon generating the first substitution plan, last term end dates will be reset and user will be prompted to set S5 & S7 teacher to be free for substitution for new school year.
3. All “staff free periods”, “staff not available periods” and “free period for S5 & S7 teacher” should be set within the current school year.

Staff Not Available

📖 Function Description

User can set periods and days that the staff is not available in which personal timetable of a teacher will be retrieved in advance.

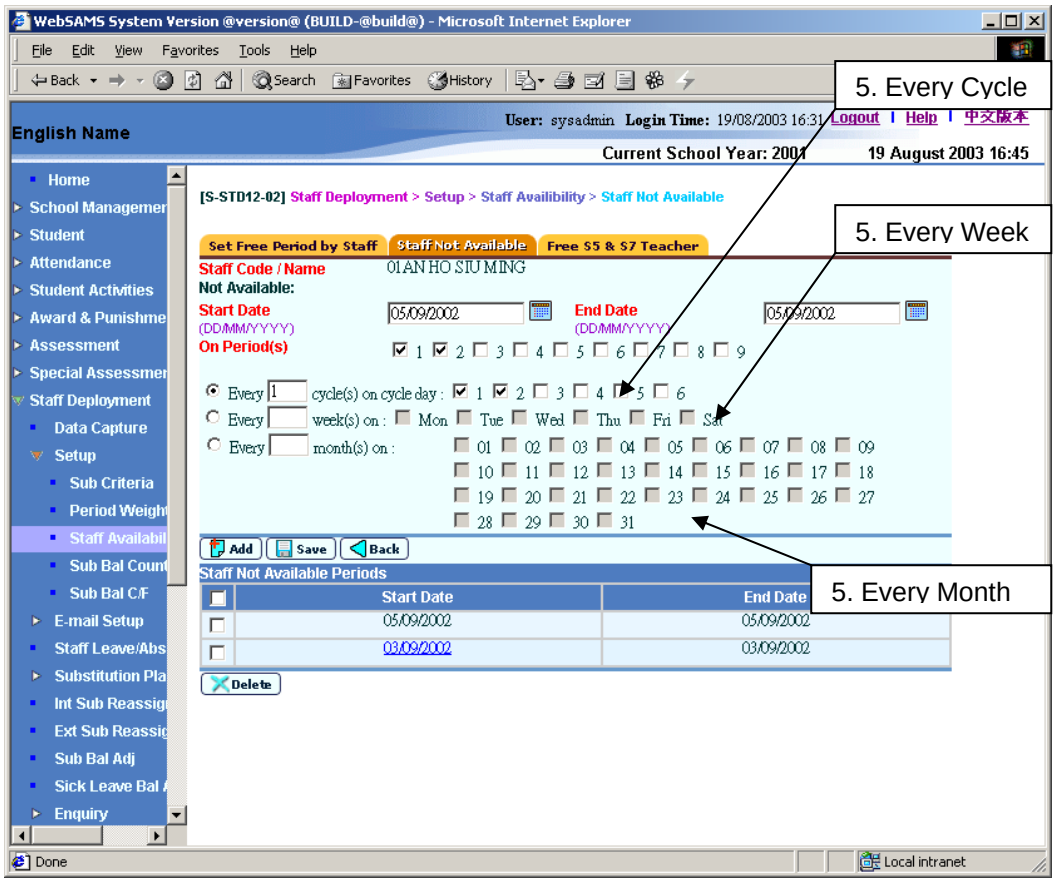
📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Staff Deployment] → [Setup] → [Staff Availability]** in left menu.
2. Click **[Staff Not Available]** tab.
3. Select a staff for setting his/her not available periods.
4. Personal timetable and the not available date ranges for the selected staff are displayed.
5. Fill and select the not available date ranges and click the check box(es) of periods for the staff. User can also set re-occurrence in terms of specific number of cycles/ weeks.
   - Every Cycle:
     a. Specify the cycle day by enabling the radio button aside the number.
   - Every Week:
     a. Specify the day by enabling the radio button aside the number.
   - Every Month:
     a. Specify the date by enabling the radio button aside the number.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



6. Click **[Save]** button.

📖 Post-effects

N/A

📖 Notes

1. **End** Date should not be earlier than **Start Date**.
2. After the new school year has started, upon generating the first substitution plan, last term end dates will be reset and user will be prompted to set S5 & S7 teacher to be free for substitution for new school year.
3. All “staff free periods”, “staff not available periods” and “free period for S5 & S7 teacher” should be set within the current school year.
4. The system will prompt the user if substitution plan is found created during the not available period. User is required to delete the substitution plan before he/ she can proceed setting the “not available” period.

Free S5 & S7 Teacher

📖 Function Description

User can set S5 and S7 teacher as free so as to substitute lessons after last term end date. This function is only available for school that has secondary level.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

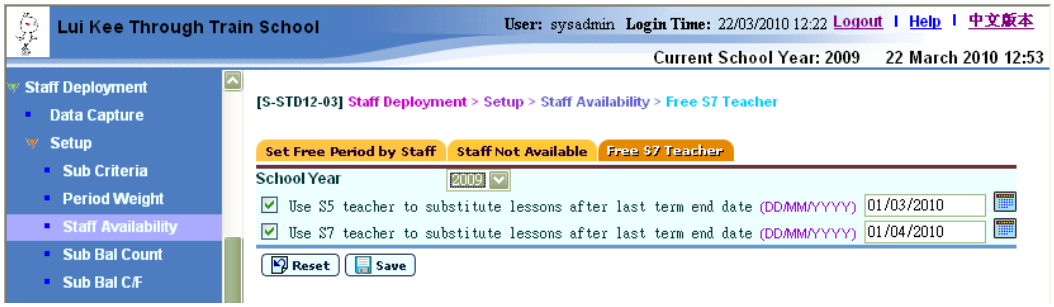
Effective from school year 2010, Free S5 Teacher setting will be removed.

📖 Pre-requisites

1. School has secondary level.

🖱 User Procedures

1. Click **[Staff Deployment] → [Setup] → [Staff Availability]** in left menu.
2. Click **[Free S5 & S7 Teacher]** tab if 2010 school year has not been started or Click **[Free S7 Teacher]** tab if 2010 school year 2010 has been started.


Lui Kee Through Train School
User: sysadmin Login Time: 22/03/2010 12:22 Logout | Help | 中文版本
Current School Year: 2009 22 March 2010 12:53
Staff Deployment
Data Capture
Setup
Sub Criteria
Period Weight
Staff Availability
Sub Bal Count
Sub Bal C/F
[S-STD12-03] Staff Deployment > Setup > Staff Availability > Free S7 Teacher
Set Free Period by Staff
Staff Not Available
Free S7 Teacher
School Year
2009
Use S5 teacher to substitute lessons after last term end date (DD/MM/YYYY)
01/03/2010
Use S7 teacher to substitute lessons after last term end date (DD/MM/YYYY)
01/04/2010
Reset
Save

3. To free the S5 teacher, check the box aside **Use S5 teacher to substitute lessons after last term end date** and set the last term end date for secondary 5 (applicable to 2009 school year or onwards).
4. To free the S7 teacher, check the box aside **Use S7 teacher to substitute lessons after last term end date** and set the last term end date for secondary 7.
5. Click **[Save]** button.

📖 Post-effects

N/A

📖 Notes

1. After the new school year has started, upon generating the first substitution plan, last term end dates will be reset and user will be prompted to set S5 & S7 teacher to be free for substitution for new school year.
2. Free period for S5 & S7 teacher should be set within the selected school year.

<u>Free S6 & S7 Teacher</u>

📖 Function Description

Effective from school year 2011, user can set S6 and S7 teacher as free so as to substitute lessons after last term end date. From school year 2012 onwards, S7 teachers are not available for class substitution. This function is only available for school that has secondary level.

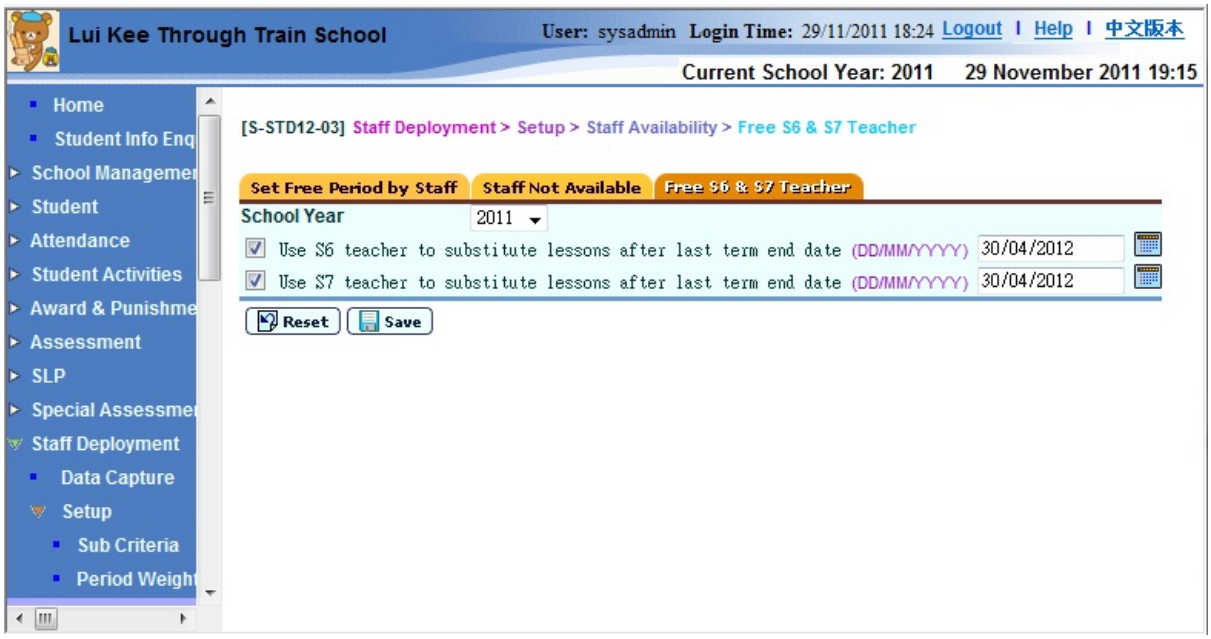
Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

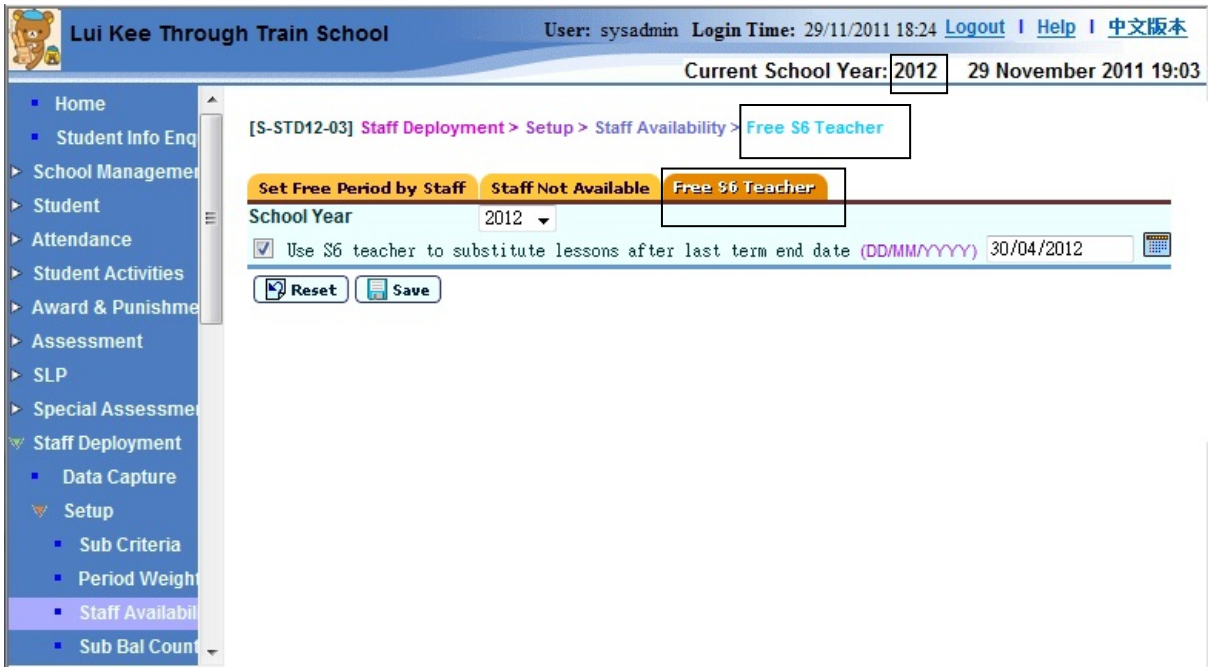
Pre-requisites

1. School has secondary level.

User Procedures

1. Click **[Staff Deployment] → [Setup] → [Staff Availability]** in left menu.
2. Click **[Free S6 & S7 Teacher]** tab if current school year 2011 has been started or Click **[Free S6 Teacher]** tab if current school year 2012 has been started.


Lui Kee Through Train School
User: sysadmin Login Time: 29/11/2011 18:24 Logout | Help | 中文版本
Current School Year: 2011 29 November 2011 19:15
Home
Student Info Enq
School Managemer
Student
Attendance
Student Activities
Award & Punishme
Assessment
SLP
Special Assessmer
Staff Deployment
Data Capture
Setup
Sub Criteria
Period Weight
[S-STD12-03] Staff Deployment > Setup > Staff Availability > Free S6 & S7 Teacher
Set Free Period by Staff
Staff Not Available
Free S6 & S7 Teacher
School Year 2011
Use S6 teacher to substitute lessons after last term end date (DD/MM/YYYY) 30/04/2012
Use S7 teacher to substitute lessons after last term end date (DD/MM/YYYY) 30/04/2012
Reset
Save



Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

3. To free the S6 teacher, check the box aside **Use S6 teacher to substitute lessons after last term end date** and set the last term end date for secondary 6 (applicable to 2011 school year or onwards).
4. To free the S7 teacher, check the box aside **Use S7 teacher to substitute lessons after last term end date** and set the last term end date for secondary 7.
5. Click **[Save]** button.

📖 Post-effects

N/A

📖 Notes

1. After the new school year has started, upon generating the first substitution plan, last term end dates will be reset and user will be prompted to set S6 & S7 teacher to be free for substitution for new school year.
2. Free period for S6 & S7 teacher should be set within the selected school year.
3. Screen path and tab are renamed to "Free S6 Teacher" after the school year 2012 has been started in IYP. The changes on tab description are also applied to screens [S-STD12-01] Set Free Period by Staff and [S-STD12-02] Staff Not Available.
4. If selected school year is 2012 or onwards, the option for S7 teachers will be hidden. Otherwise, the option will be shown.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.2.4 Substitute Balance Count

📖 Function Description

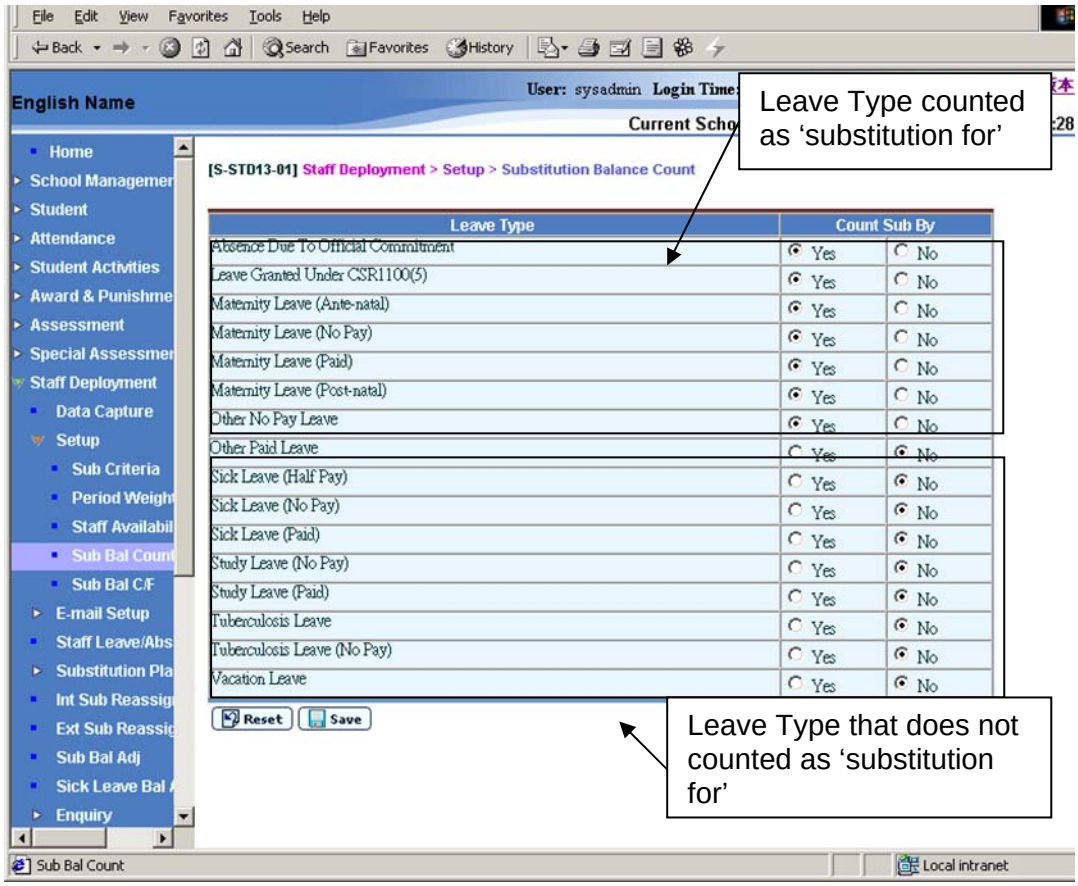
User can set leave type that is counted as “substitution for” or not. Only active leave types (both EDB-defined and school-defined) will be retrieved.

📖 Pre-requisites

1. Code table (leave type) must be set up.

🖱 User Procedures

1. Click **[Staff Deployment] → [Setup] → [Sub Bal Count]** in left menu.
2. Select the leave type that is counted as “substitution for” by enabling the radio button aside **Yes**.



3. Click **[Save]** button and confirm the operation.

📖 Post-effects

N/A

📖 Notes

N/A

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.2.5 Substitute Balance C/F

Function Description

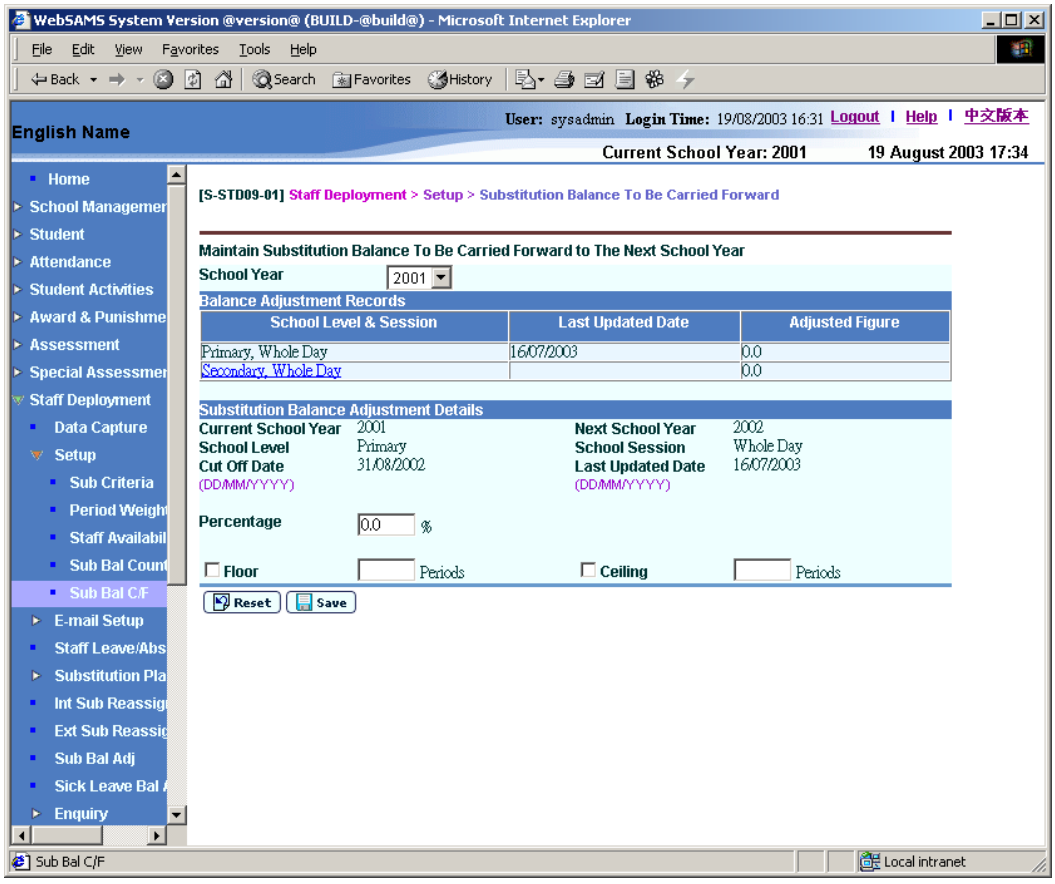
User can set the percentage of substitution balance to be carried forward to the next school year. Staff substitution balance needs to be calculated and carried forward to the next school year. User can also set floor and ceiling for the substitution balance to be carried forward to next school year.

Pre-requisites

1. First **substitution** plan for current school year has not been created.

User Procedures

1. Click **[Staff Deployment] → [Setup] → [Sub Bal C/F]** in left menu.
2. Current pre-defined substitution balance percentage and the last updated date will be displayed.



3. Click **[Save]** button

Post-effects

N/A

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

🕮 Notes

1. If the percentage for the next school year has not been set yet, the percentage will be set to 0% by default, and last updated date will be empty.
2. After the new school year has started, upon generating the first substitution plan or substitution balance adjustment record, substitution carried forward percentage will be reset and user will be reminded to enter and confirm the substitution balance to be carried forward to new school year.
3. After first substitution plan is saved, no more adjustment is allowed.
4. User is not allowed to modify substitution balance carried forward of previous years, as that would affect the accuracy of generated substitution plan.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.3 Staff Leave / Absence

The followings are some regulations for staff leave/absence affairs:

- The staff will be awarded 28 days of paid sick leave for the first year of teaching experience.
- The staff will be awarded a further 48 days of paid sick leave upon completion of each succeeding year of service.
- From Date of Crediting 01-Sep-2012,
  - If a staff has already accumulated more than 120 days of sick leave balance as at the Date of Crediting of a new school year, the 48 days of sick leave entitlement will be credited to the staff on monthly basis (i.e. 4 days per month) and credited to him after one completed month of service. Otherwise, the 48 days of sick leave entitlement will be credited to the staff in advance on yearly basis on the Date of Crediting of a new school year.
  - Entitlement of paid sick leave accumulated during paid/no paid sick leave period will be credited to sick leave balance when the teacher resumes duty after leave.
  - If a staff member takes no paid sick leave, the Date of Crediting in the succeeding year would not be postponed.
- Paid sick leave can be accumulated up to a maximum of 168 days. Same entitlement applies to full-time and part-time monthly-paid teachers appointed on regular or temporary basis.
- However, a teacher with a break of service of more than 45 days will forfeit his/ her sick leave balance.
- For Non-government school Teaching staff, if the staff takes 16-45 days no-pay leave continuously, the incremental date will be deferred one month. If the staff takes 46-75 days no-pay leave continuously, the incremental date will be deferred two months, and so on. This rule applies to all non-government schools.

Add Staff Leave / Absence

📖 Function Description

User can add new leave/ absence record for a staff.

📖 Pre-requisites

1. Code table (leave type) must be set up in order to enable user to create and update records.
2. Public and school holidays have been set up.
3. Sick leave balance maintenance is only applicable to teaching staff, lab. Technicians, specialist staff of special school and SOS (i.e. those staff rank that sick leave entitlement is marked “Y”) in Non-government school.
4. Sick leave balance calculation is applicable to non-government school teaching staff, lab. Technicians, specialist staff of special school and SOS (i.e. those staff rank that sick leave entitlement is marked “Y”).

🖱 User Procedures

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

1. Click **[Staff Deployment]** → **[Staff Leave / Absence]** → **[Staff Leave / Absence]** in left menu.
2. Click **[Add]** button.
3. Fill in the leave/absence details and select the leave type for the staff.

4. Click **[Save]** button and confirm the operation.

📖 Post-effects

1. Sick leave balance of the staff will be adjusted based on input of leave type automatically. i.e. The system will decrement the sick leave balance of the staff by total days of absence.
2. Audit Trail is required.
3. If leave record is created for a staff irrespective of the leave type, the system will send out an email to notify the staff of the leave taken, paid sick leave balance, date of crediting and incremental date (last 3 fields are only applicable to non-government schools).
4. If “Maternity Leave (Ante-natal)” record is created for a female staff, the system will prompt to remind the user to create a “Maternity Leave (Post-natal)” record for the staff.

📖 Notes

1. By default, **Total Days Absent** is calculated by the system based on start and end dates. Once **Start Date** and **End Date** is entered, the system calculates the total days absent based on the fraction of absence periods over number of periods per cycle day, in addition to leave start and end dates. The **Total Days Absent** of a teaching staff should be integer (EDB-defined leave type) except that **Leave Type** as **Paid Sick Leave** could be correct to 0.5 and **Leave Type** as **Absence Due To Official Commitment** can be corrected to 0.1. For school-defined leave types, the total days absent of a teaching staff should be floating number with one decimal place that can be corrected to 0.1.
2. If the sick leave taken exceeds sick leave balance, the system will prompt user to separately enter 2 leave records i.e. one for “paid sick leave” and another one for “no paid sick leave”.
3. The user can also enter a lump sum of maternity leave by select Maternity Leave as the leave type and create one record for the whole period of maternity leave.
4. The system will prompt the user if
   a. Maternity leave (ante-natal) exceeds 28 days.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

b. Total of Maternity leave (ante-natal) (paid) and Maternity leave (post-natal) (paid) exceeds 70 days.
c. Maternity leave (paid) exceeds 70 days.
d. For EDB-defined leave types, the system will prompt a warning message if the leave period (from Start Date to End Date) of the leave/absence record is overlapping with other existing leave/absence records in the system. Only one EDB-defined Leave Type record is allowed per day.
e. Leave period does not fall within employment period.
f. Staff Code and Leave Start Date and Leave End Date and Leave Start Period and Leave End Period must be unique.
g. Total of Paternity Leave exceeds 5 days.
h. There is no relevant paternity leave information for the paternity leave applied.
i. Female staff takes Paternity Leave.
j. Paternity Leave falls outside paternity leave application period.
k. No. of day absence for Paternity Leave is not an integer or has not corrected to 0.5.

5. The period of paid maternity leave is confined to 70 calendar days. User is reminded to create maternity leave (post-natal) if maternity leave (ante-natal) is created earlier on.
6. The generation of substitution plan will also consider the manual assignment on week/cycle day, skipping school day and customized Saturday sequence.

Update Staff Leave / Absence

📖 Function Description

User can update the details for an existing staff's leave/absence record. Leave type can also be changed.

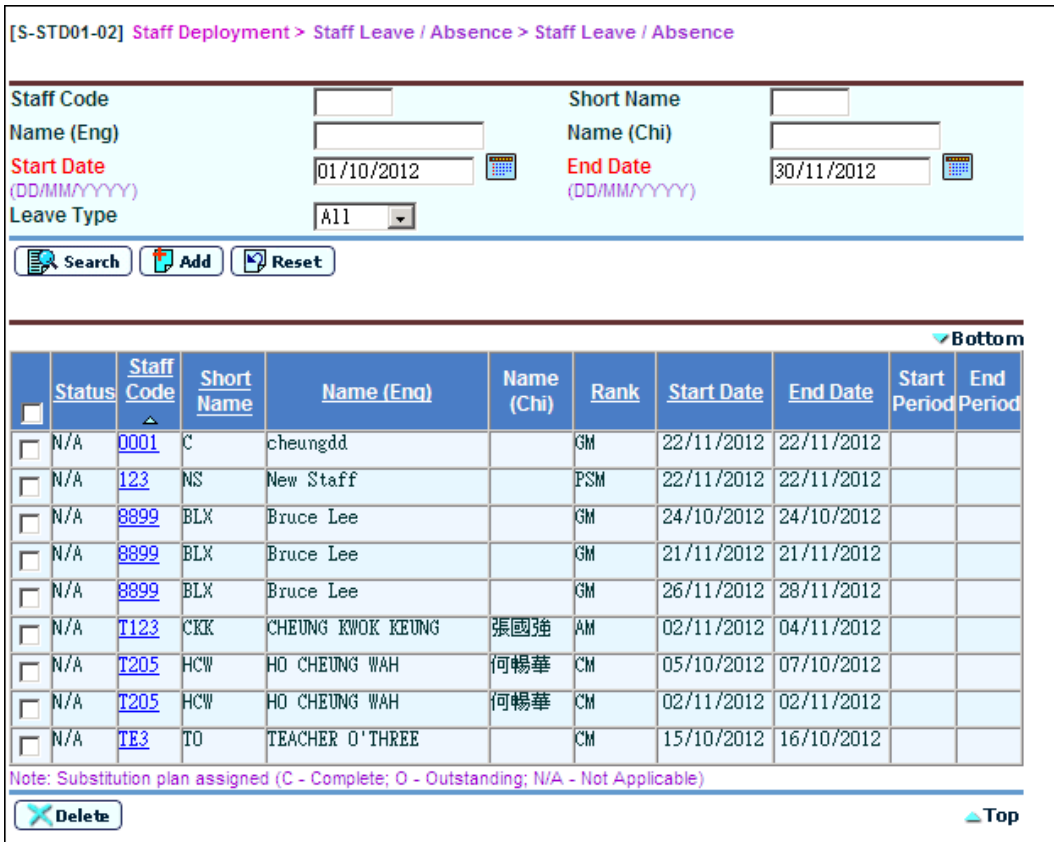
📖 Pre-requisites

1. Code table (leave type) must be set up in order to enable user to create and update records.
2. Public and school holidays have been set up.
3. Sick leave balance maintenance is only applicable to teaching staff, lab. Technicians, specialist staff of special school and SOS (i.e. those staff rank that sick leave entitlement is marked "Y") in Non-government school.

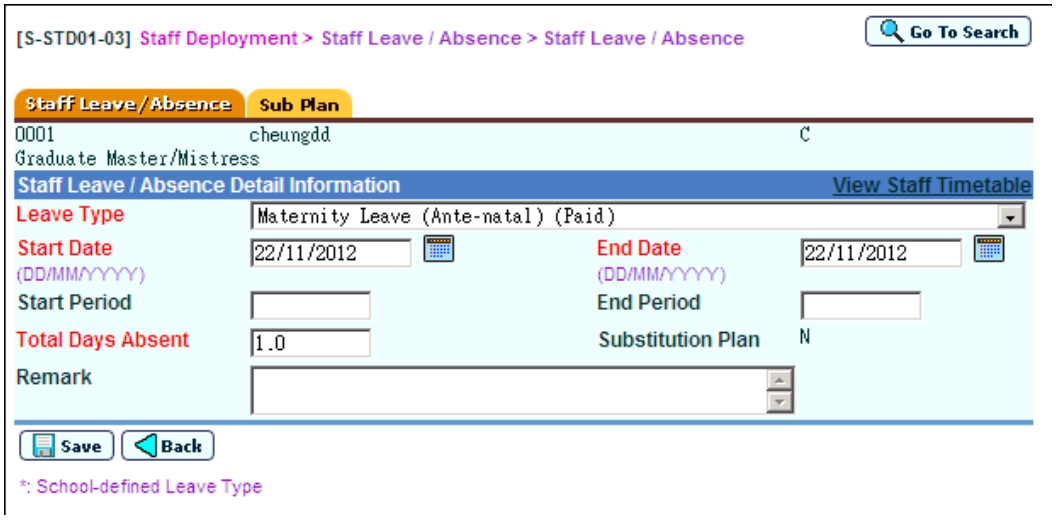
🖱 User Procedures

1. Click **[Staff Deployment] → [Staff Leave / Absence] → [Staff Leave / Absence]** in left menu.
2. Input the search criteria to search for the target leave/absence record to be updated.
3. Click **[Search]** button.
4. A list of matched record is displayed. Select a record and click on the **Staff Code** link.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



5. Select **Staff Leave/Absence** tab and amend the leave/absence record details.



6. Click **[Save]** button.

📖 Post-effects

1. Sick leave balance of the staff will be adjusted based on input of leave type automatically. i.e. The system will decrease the sick leave balance of the staff by total days of absence.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2. Audit Trail is required.
3. If the user lengthens the leave period, the system will display reminder message to prompt user to create substitution plan for the extended leave.
4. If the user changes leave type, the system will update all relevant records where appropriate, such as paid sick leave balance, incremental date, date of crediting and staff leave record. (Refer to extension point for adjustment of incremental date and date of crediting).
5. If leave record is changed for the staff irrespective of the leave type, the system will send out an email to notify the staff of the change of leave taken, paid sick leave balance, date of crediting and incremental date.

📖 Notes

1. By default, **Total Days Absent** is calculated by the system based on start and end dates. Once **Start Date** and **End Date** is entered, the system calculates the total days absent based on the fraction of absence periods over number of periods per cycle day, in addition to leave start and end dates. The **Total Days Absent** of a teaching staff should be integer (EDB-defined leave type) except that **Leave Type** as **Paid Sick Leave** could be correct to 0.5 and **Leave Type** as **Absence Due To Official Commitment** can be corrected to 0.1. For school-defined leave types, the total days absent of a teaching staff should be a floating number with one decimal place that can be corrected to 0.1.
2. If amended sick leave taken exceeds sick leave balance, the system will prompt user to separately enter 2 leave records i.e. 1 for “paid sick leave” and another one for “unpaid sick leave”.
3. If the user change leave period, the system will check if the staff is arranged to substitute other teacher during this updated leave period. If the staff is arranged to substitute other teacher, the system will prompt the user to adjust substitution plan. No adjustment of substitution record is needed if amendment is done on a past leave record.
4. If the user shortens the leave period, the system will prompt the user if they want to keep or delete the excessive substitution plan. User can keep the substitution plan in case they intend to split the original leave record into 2 or more records.
5. The system will prompt the user if:
   a. Maternity leave (ante-natal) exceeds 28 days
   b. Total of Maternity leave (ante-natal) (paid) and Maternity leave (post-natal) (paid) exceeds 70 days.
   c. Maternity leave (paid) exceeds 70 days.
   d. For EDB-defined leave types, the system will prompt a warning message if the leave period (from Start Date to End Date) of the leave/absence record is overlapping with other existing leave/absence records in the system. Only one EDB-defined Leave Type record is allowed per day.
   e. Leave period does not fall within employment period.
   f. Staff Code and Leave Start Date and Leave End Date and Leave Start Period and Leave End Period must be unique.
   g. Total of Paternity Leave exceeds 5 days.
   h. There is no relevant paternity leave information for the paternity leave applied.
   i. Female staff takes Paternity Leave.
   j. Paternity Leave falls outside paternity leave application period.
   k. No. of day absence for Paternity Leave is not an integer or has not corrected to 0.5.

Copyright © 2012. Education Bureau. The Government of the HKSAR. All Rights Reserved.

6. The period of paid maternity leave is confined to 70 calendar days. User is reminded to create maternity leave (post-natal) if maternity leave (ante-natal) is created earlier on.
7. When updating the leave record, the generation of substitution plan will also consider the manual assignment on week/cycle day, skipping school day and customized Saturday sequence.

Maintain Paternity Leave Information

Function Description

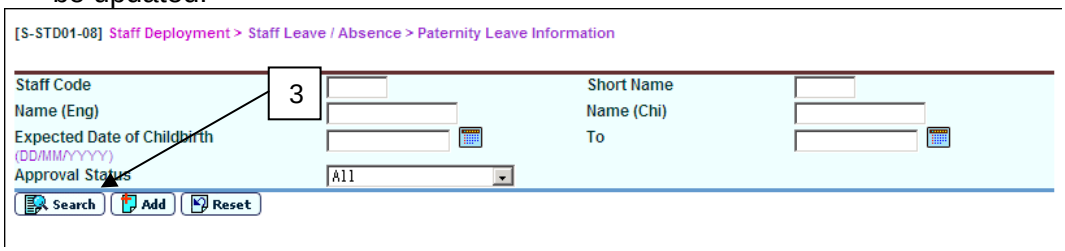
User can add / update / delete for a Paternity Leave Information.

Pre-requisites

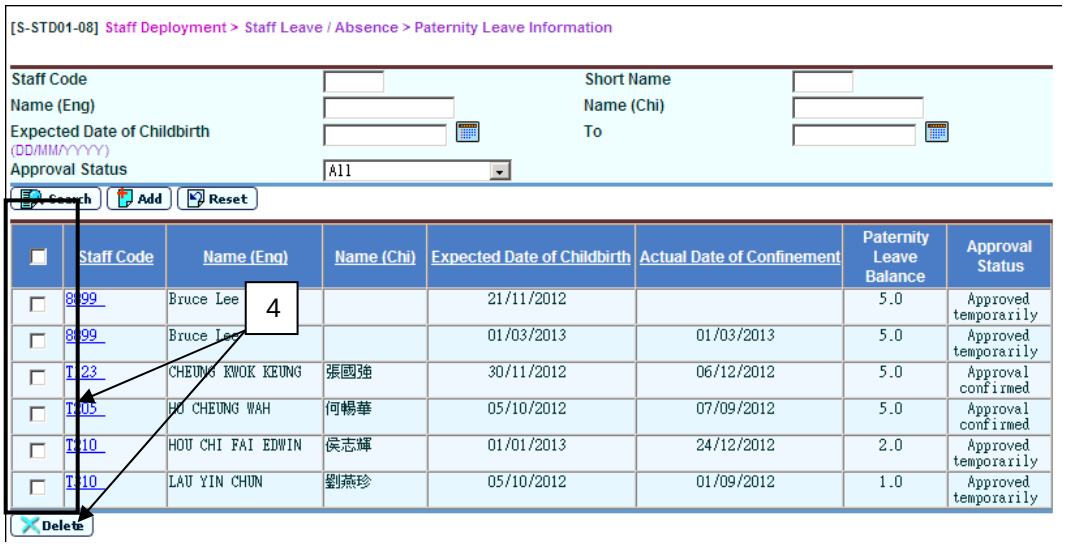
N/A

User Procedures

1. Click **[Staff Deployment]** → **[Staff Leave / Absence]** → **[Paternity Leave Information]** in left menu.
2. Input the search criteria to search for the target paternity leave information to be updated.

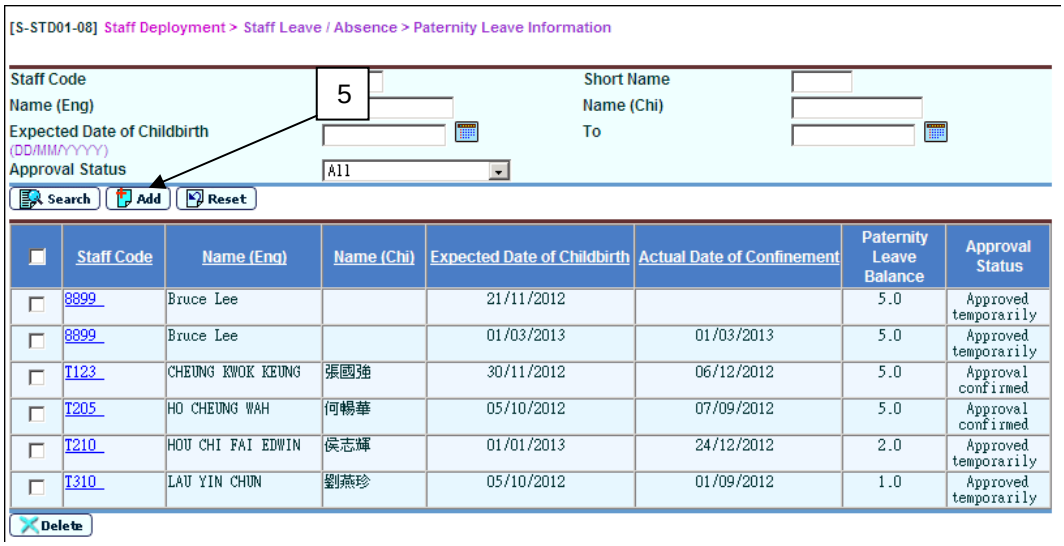


3. Click **[Search]** button.



4. Select record(s) and click **[Delete]** button and confirm the operation to delete record(s).

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

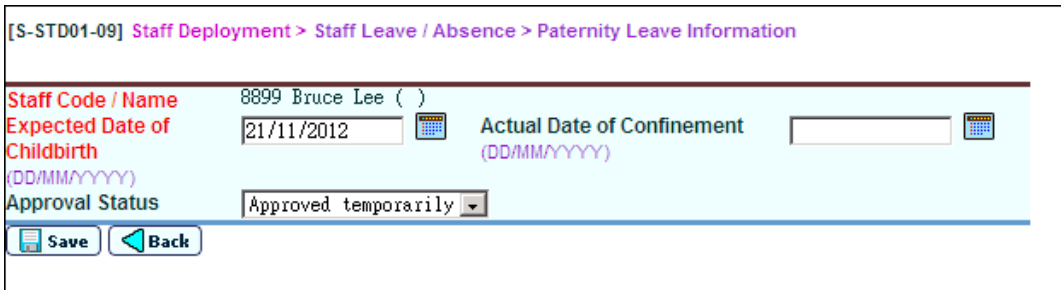


5. Click [Add] button to create new Paternity Leave Information.

6. Filled staff code, Expected Date of Childbirth, Actual Date of Confinement, Approval Status and click [Save] button.

7. Click the hyperlink of Staff Code to view or edit the detail of Paternity Leave Information.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



8. Filled staff code, Expected Date of Childbirth(ED), Actual Date of Confinement (AD), Approval Status and click [Save] button to update record.

📖 Post-effects

1. Audit Trail is required.

📖 Notes

1. Start Date of Paternity Leave Period: 4 weeks before ED OR AD only when AD happens earlier than 4 weeks prior to ED.
2. End Date of Paternity Leave Period: 8 weeks after AD OR 8 weeks after ED only when AD has no input.
3. If Corresponding start date and end date of paternity leave fall outside paternity leave application period when user updates ED or AD, the system will prompt error message.
4. No deletion of the Paternity Leave Information is allowed if there is corresponding Paternity Leave record.

Substitution Plan

📖 Function Description

User can generate the substitution plan assigned for the staff leave / absence.

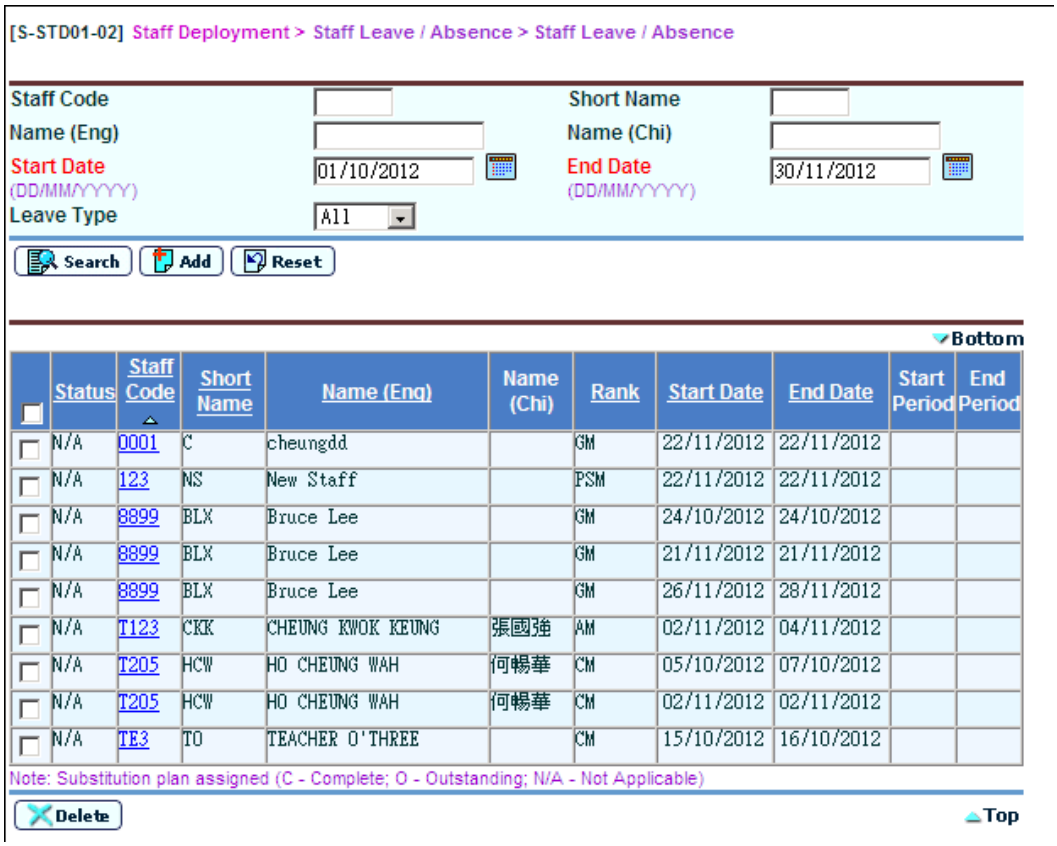
📖 Pre-requisites

N/A

🖱 User Procedures

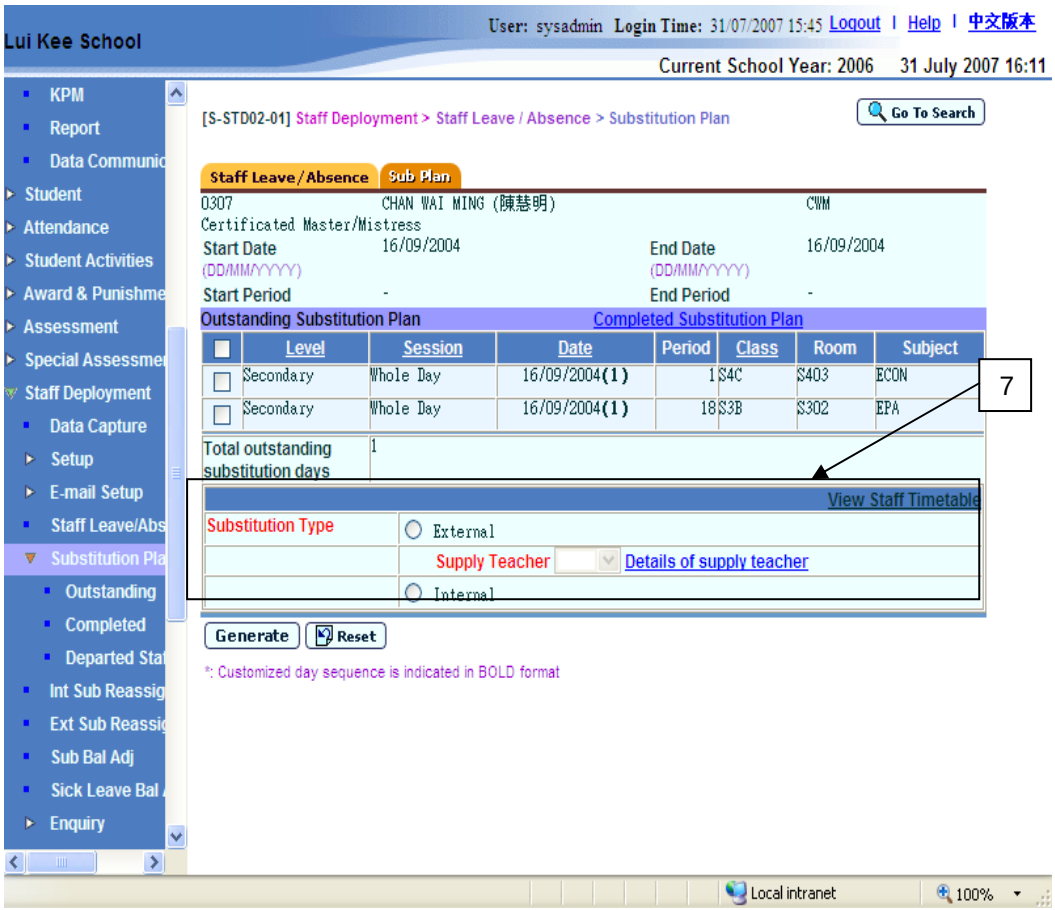
1. Click **[Staff Deployment]** → **[Staff Leave / Absence]** → **[Staff Leave / Absence]** in left menu.
2. Input the search criteria to search for the target leave/absence record to be updated.
3. Click **[Search]** button.
4. A list of matched record is displayed. Select a record and click on the **Staff Code** link.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



5. Click **[Sub Plan]** tab.
6. A list of leave / absence periods of each leave / absence day is displayed. Check the box(es) aside the **Level** for the record to be due with.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



7. Select the substitution type: internal or external. If external is chosen, user is required to select the supply teacher.
8. Click **[Generate]** button.

📖 Post-effects

N/A

📖 Notes

1. User can click on the **Details of supply teacher** link to view or maintain the details of the selected supply teacher; and click on **View Staff Timetable** to view the timetable of the staff.
2. User only needs to define substitution plan for staff having teaching duties in the timetable.
3. User can choose to enter all the leave/ absence dates before planning for the substitution.
4. Incremental month calculation and adjustment of date of crediting is applicable to non-government school teaching staff. (Refer to extension points)
5. For government school, the relevant fields (sick leave balance, incremental date, and date of crediting) will not be shown on the screen.
6. Customized day sequence will be shown in bold format.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

Delete Staff Leave / Absence

Function Description

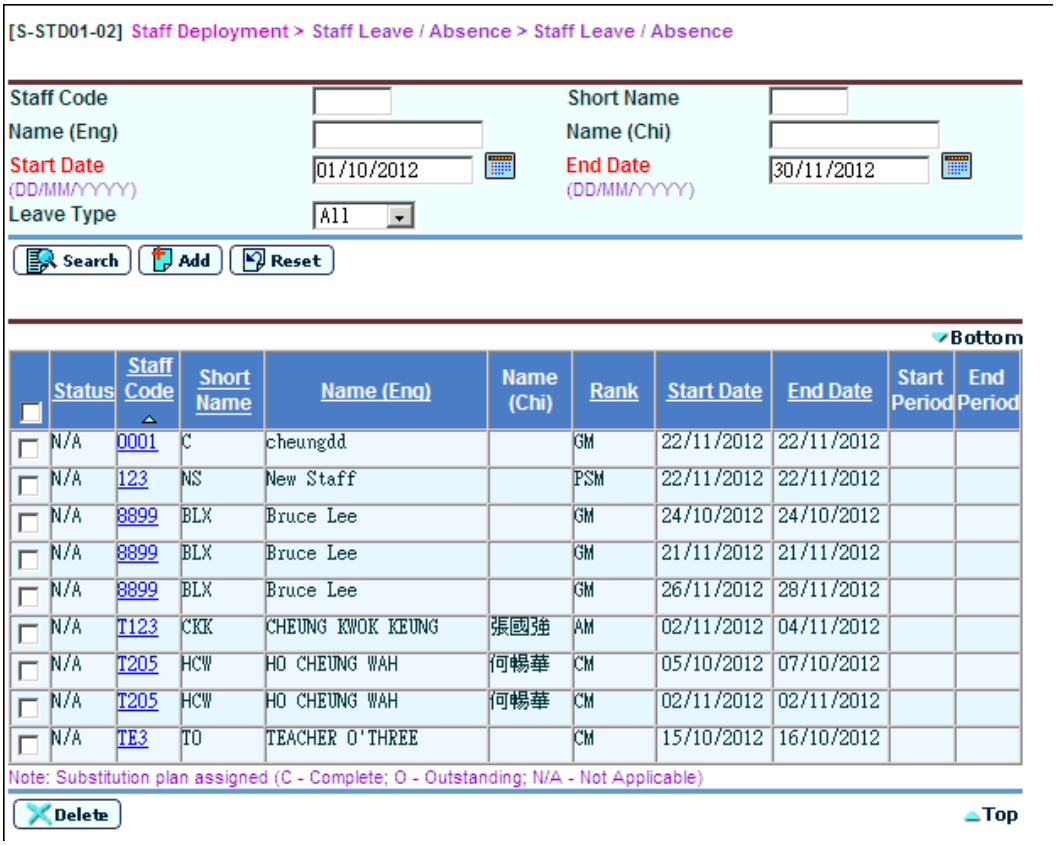
User can delete staff leave/absence record when necessary.

Pre-requisites

N/A

User Procedures

1. Click **[Staff Deployment] → [Staff Leave / Absence] → [Staff Leave / Absence]** in left menu.
2. Input the search criteria to search for the target leave / absence record to be deleted.
3. Click **[Search]** button.
4. A list of matched record is displayed. Check the box(es) aside the staff leave/absence records to be deleted.


[S-STD01-02] Staff Deployment > Staff Leave / Absence > Staff Leave / Absence
Staff Code
Short Name
Name (Eng)
Name (Chi)
Start Date (DD/MM/YYYY)
01/10/2012
End Date (DD/MM/YYYY)
30/11/2012
Leave Type
All
Search
Add
Reset
Bottom
Status
Staff Code
Short Name
Name (Eng)
Name (Chi)
Rank
Start Date
End Date
Start Period
End Period
N/A 0001 C cheungdd GM 22/11/2012 22/11/2012
N/A 123 NS New Staff PSM 22/11/2012 22/11/2012
N/A 8899 BLX Bruce Lee GM 24/10/2012 24/10/2012
N/A 8899 BLX Bruce Lee GM 21/11/2012 21/11/2012
N/A 8899 BLX Bruce Lee GM 26/11/2012 28/11/2012
N/A T123 CKK CHEUNG KWOK KEUNG 張國強 AM 02/11/2012 04/11/2012
N/A T205 HCW HO CHEUNG WAH 何暢華 CM 05/10/2012 07/10/2012
N/A T205 HCW HO CHEUNG WAH 何暢華 CM 02/11/2012 02/11/2012
N/A TE3 TO TEACHER O'THREE CM 15/10/2012 16/10/2012
Note: Substitution plan assigned (C - Complete; O - Outstanding; N/A - Not Applicable)
Delete
Top

5. Click **[Delete]** button and confirm the operation.

Post-effects

1. Audit Trail is required.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2. All the substitution plans associated to the leave/ absence record will be deleted.
3. Teachers for all the substituted periods in timetable will be reverted to the original teaching staff, i.e. staff stated in the leave/ absence record.
4. The system will help to update all relevant records where appropriate, such as paid sick leave balance, incremental date, date of crediting and staff leave record.

📖 Notes

N/A

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.4 Substitution Plan

2.4.1 Outstanding

📖 Function Description

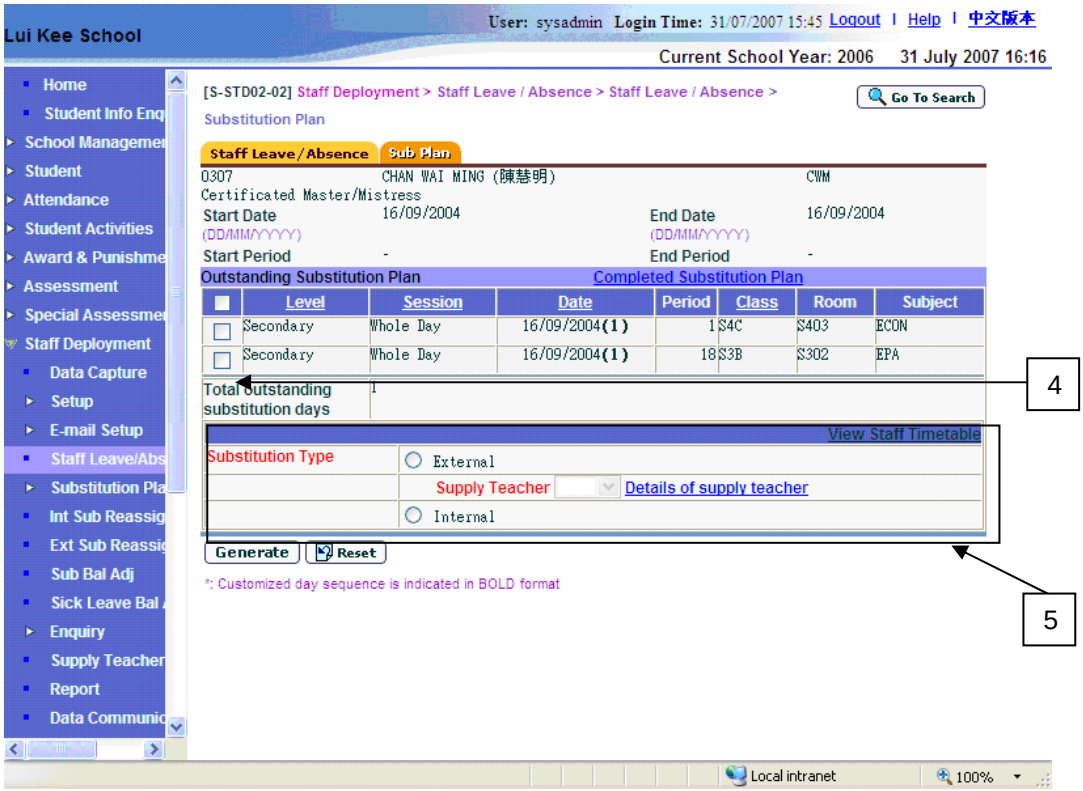
User can generate outstanding substitution plan for absent staff based on the substitution criteria and priority set by user.

📖 Pre-requisites

1. Substitution plan is only for staff with teaching duties.
2. School has entered public holiday/ school holiday in school management module.
3. Timetable records must be set up.
4. For internal substitution, lists of free teachers and locations must be set up.
5. For external substitution, list of supply teachers, who are active, with teaching duty indicator marked and available during this period, must be set up.

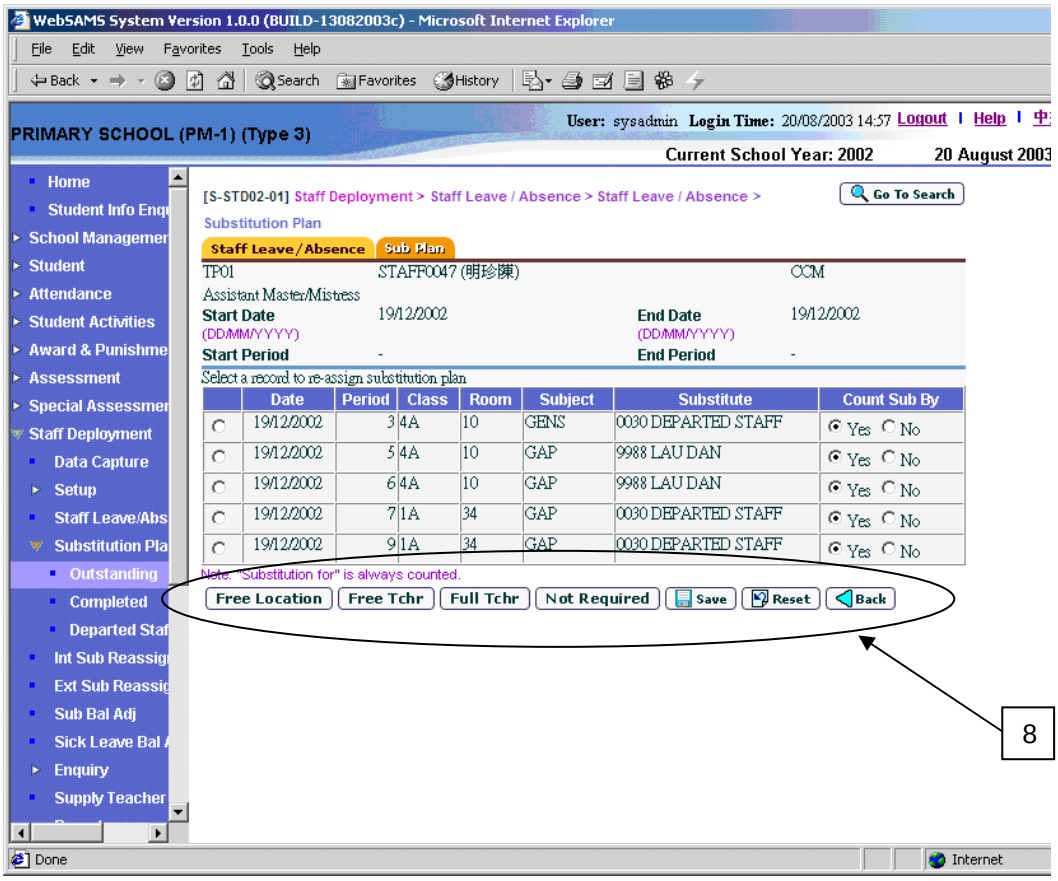
User Procedures

1. Click **[Staff Deployment]** → **[Substitution Plan]** → **[Outstanding]** in left menu.
2. A list of staff who has leave / absence record and teaching duties is displayed.
3. Select a record and click on the **Staff Code** link.
4. A list of leave / absence periods of each leave / absence day is displayed. Check the box(es) aside the **Level** for the record to be dealt with.



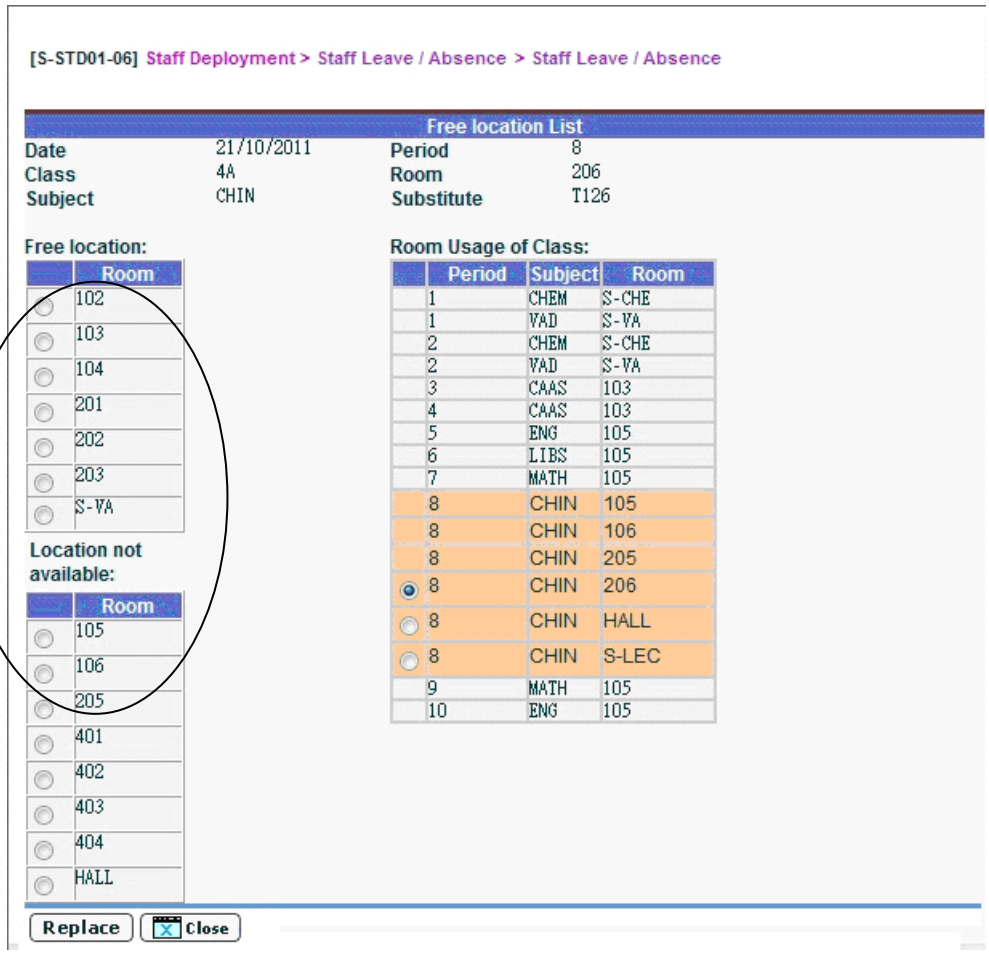
Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

5. Select the substitution type: internal or external. If external is chosen, user is required to select the supply teacher.
6. Click **[Generate]** button.
7. The system then auto generate substitution record for the selected period based on the substitution criteria and priority set by user.


WebSAMS System Version 1.0.0 (BUILD-13082003c) - Microsoft Internet Explorer
PRIMARY SCHOOL (PM-1) (Type 3)
User: sysadmin Login Time: 20/08/2003 14:57 Logout | Help
Current School Year: 2002
20 August 2003
[S-STD02-01] Staff Deployment > Staff Leave / Absence > Staff Leave / Absence >
Go To Search
Substitution Plan
Staff Leave/Absence
Sub Plan
TP01
STAFF0047 (明珍陳)
CCM
Assistant Master/Mistress
Start Date (DD/MM/YYYY) 19/12/2002
End Date (DD/MM/YYYY) 19/12/2002
Start Period -
End Period -
Select a record to re-assign substitution plan
Date | Period | Class | Room | Subject | Substitute | Count Sub By
19/12/2002 | 3 | 4A | 10 | GENS | 0030 DEPARTED STAFF | Yes No
19/12/2002 | 5 | 4A | 10 | GAP | 9988 LAU DAN | Yes No
19/12/2002 | 6 | 4A | 10 | GAP | 9988 LAU DAN | Yes No
19/12/2002 | 7 | 1A | 34 | GAP | 0030 DEPARTED STAFF | Yes No
19/12/2002 | 9 | 1A | 34 | GAP | 0030 DEPARTED STAFF | Yes No
Note: "Substitution for" is always counted.
Free Location
Free Tchr
Full Tchr
Not Required
Save
Reset
Back
8

8. The substitution result is displayed; User can choose to substitute teacher from free teacher list or full teacher list, indicate the class not required substitute teacher, and choose another class location from a free location list.
   - Change the Room Location:
     a. Select a record by enabling the radio button aside the **Date**.
     b. Click **[Free Location]** button.
     c. In the pop up screen, select a room under **Free location** or **Location not available** to replace the current selected room under **Room Usage of Class**.

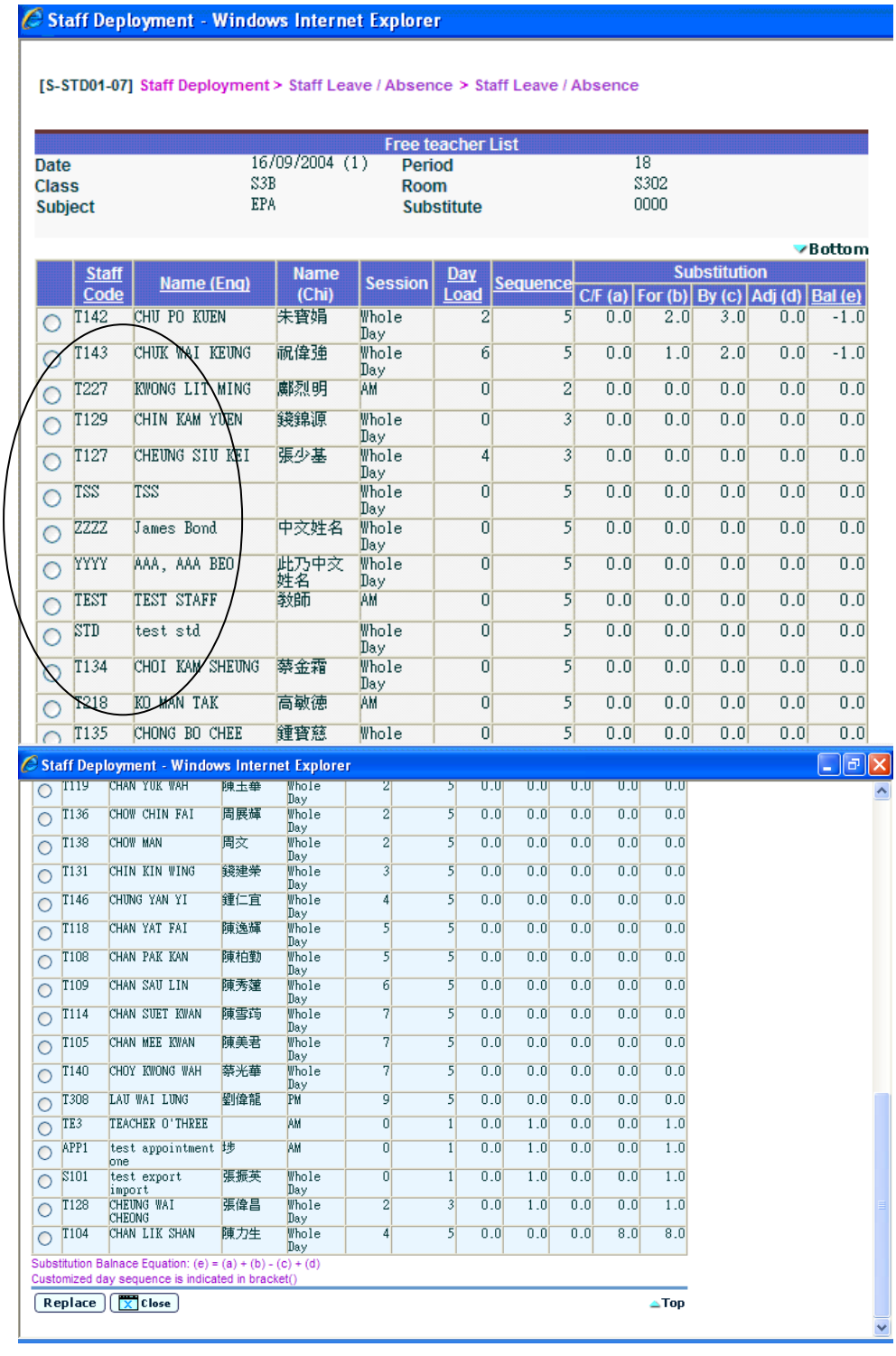
Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



d. Click **[Replace]** button.

- Change the substitute teacher from the free teacher list:
  a. Select a record by enabling the radio button aside the **Date**.
  b. Click **[Free Tchr]** button.
  c. In the pop up screen, select a teacher from the free teacher list to replace the current substitute teacher.

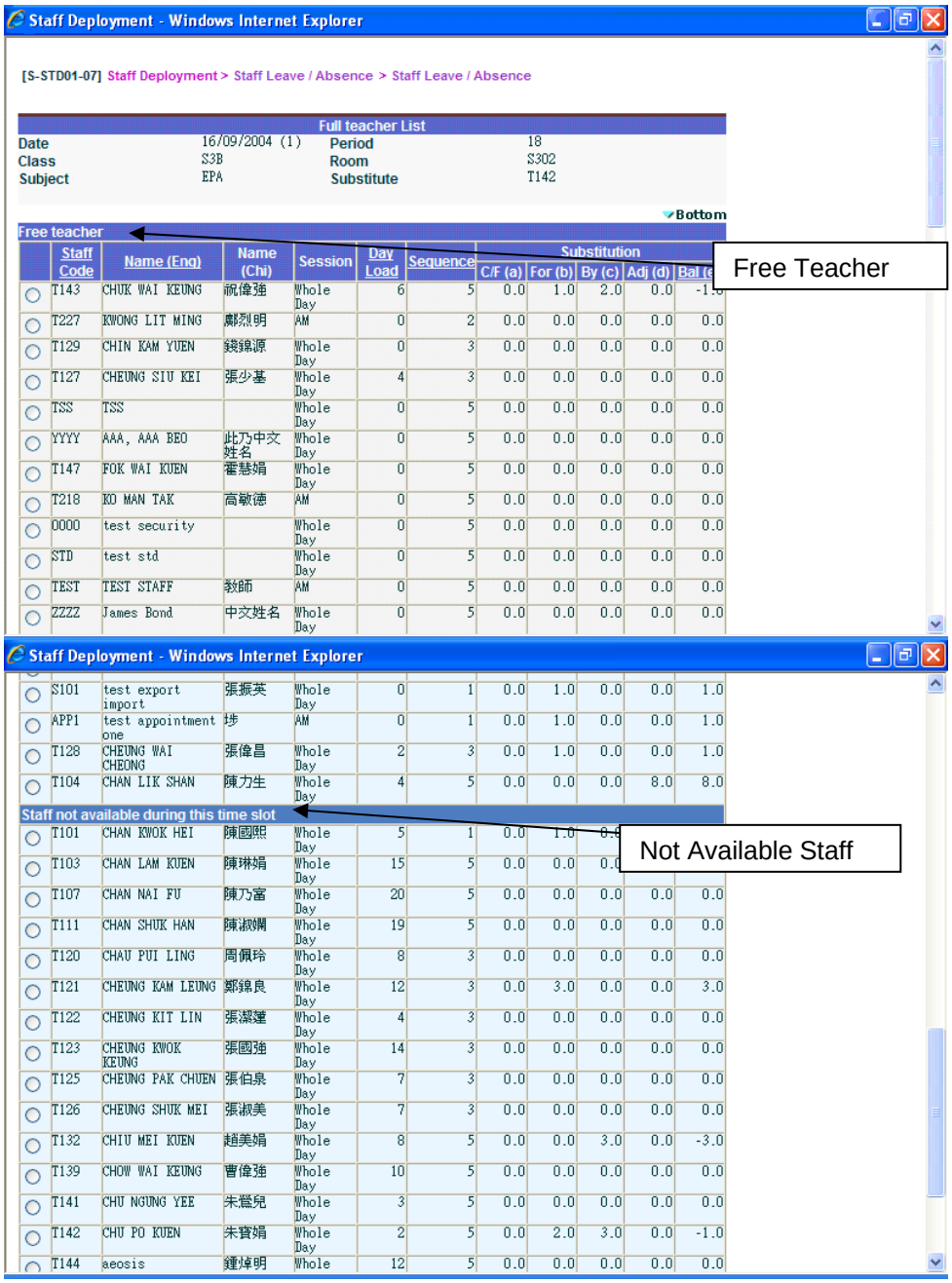
Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.


Staff Deployment - Windows Internet Explorer
[S-STD01-07] Staff Deployment > Staff Leave / Absence > Staff Leave / Absence
Free teacher List
Date 16/09/2004 (1) Period 18
Class S3B Room S302
Subject EPA Substitute 0000
Bottom
Staff Code | Name (Eng) | Name (Chi) | Session | Day Load | Sequence | Substitution | C/F (a) | For (b) | By (c) | Adj (d) | Bal (e)
T142 CHU PO KUEN 朱寶娟 Whole Day 2 5 0.0 2.0 3.0 0.0 -1.0
T143 CHUK WAI KEUNG 祝偉強 Whole Day 6 5 0.0 1.0 2.0 0.0 -1.0
T227 KWONG LIT MING 鄺烈明 AM 0 2 0.0 0.0 0.0 0.0 0.0
T129 CHIN KAM YUEN 錢錦源 Whole Day 0 3 0.0 0.0 0.0 0.0 0.0
T127 CHEUNG SIU KEI 張少基 Whole Day 4 3 0.0 0.0 0.0 0.0 0.0
TSS TSS Whole Day 0 5 0.0 0.0 0.0 0.0 0.0
ZZZZ James Bond 中文姓名 Whole Day 0 5 0.0 0.0 0.0 0.0 0.0
YYYY AAA, AAA BEO 此乃中文姓名 Whole Day 0 5 0.0 0.0 0.0 0.0 0.0
TEST TEST STAFF 教師 AM 0 5 0.0 0.0 0.0 0.0 0.0
STD test std Whole Day 0 5 0.0 0.0 0.0 0.0 0.0
T134 CHOI KAM SHEUNG 蔡金霜 Whole Day 0 5 0.0 0.0 0.0 0.0 0.0
T218 KO MAN TAK 高敏德 AM 0 5 0.0 0.0 0.0 0.0 0.0
T135 CHONG BO CHEE 鍾寶慈 Whole 0 5 0.0 0.0 0.0 0.0 0.0
Staff Deployment - Windows Internet Explorer
T119 CHAN YUK WAH 陳玉華 Whole Day 2 5 0.0 0.0 0.0 0.0 0.0
T136 CHOW CHIN FAI 周展輝 Whole Day 2 5 0.0 0.0 0.0 0.0 0.0
T138 CHOW MAN 周文 Whole Day 2 5 0.0 0.0 0.0 0.0 0.0
T131 CHIN KIN WING 錢建榮 Whole Day 3 5 0.0 0.0 0.0 0.0 0.0
T146 CHUNG YAN YI 鍾仁宜 Whole Day 4 5 0.0 0.0 0.0 0.0 0.0
T118 CHAN YAT FAI 陳逸輝 Whole Day 5 5 0.0 0.0 0.0 0.0 0.0
T108 CHAN PAK KAN 陳柏勤 Whole Day 5 5 0.0 0.0 0.0 0.0 0.0
T109 CHAN SAU LIN 陳秀蓮 Whole Day 6 5 0.0 0.0 0.0 0.0 0.0
T114 CHAN SUET KWAN 陳雪筠 Whole Day 7 5 0.0 0.0 0.0 0.0 0.0
T105 CHAN MEE KWAN 陳美君 Whole Day 7 5 0.0 0.0 0.0 0.0 0.0
T140 CHOY KWONG WAH 蔡光華 Whole Day 7 5 0.0 0.0 0.0 0.0 0.0
T308 LAU WAI LUNG 劉偉龍 PM 9 5 0.0 0.0 0.0 0.0 0.0
TE3 TEACHER O'THREE AM 0 1 0.0 1.0 0.0 0.0 1.0
APP1 test appointment one 坺 AM 0 1 0.0 1.0 0.0 0.0 1.0
S101 test export import 張振英 Whole Day 0 1 0.0 1.0 0.0 0.0 1.0
T128 CHEUNG WAI CHEONG 張偉昌 Whole Day 2 3 0.0 1.0 0.0 0.0 1.0
T104 CHAN LIK SHAN 陳力生 Whole Day 4 5 0.0 0.0 0.0 8.0 8.0
Substitution Balnace Equation: (e) = (a) + (b) - (c) + (d)
Customized day sequence is indicated in bracket()
Replace Close Top

d. Click **[Replace]** button.

- Change the substitute teacher from the full teacher list:
  a. Select a record by enabling the radio button aside the **Date**.
  b. Click **[Full Tchr]** button.
  c. In the pop up screen, select a teacher from the full teacher list to replace the current substitute teacher.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

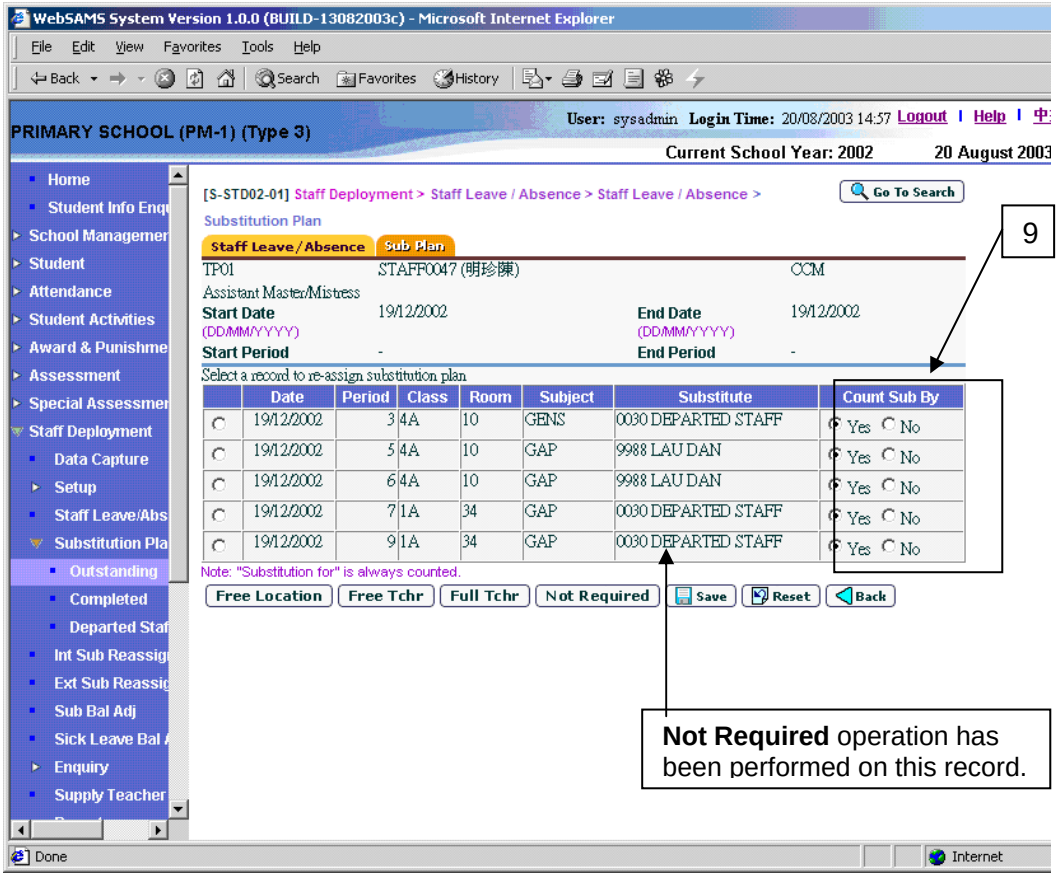

Staff Deployment - Windows Internet Explorer
[S-STD01-07] Staff Deployment > Staff Leave / Absence > Staff Leave / Absence
Full teacher List
Date 16/09/2004 (1) Period 18
Class S3B Room S302
Subject EPA Substitute T142
Bottom
Free teacher
Free Teacher
Staff not available during this time slot
Not Available Staff

d. Click **[Replace]** button.

- Remove substitute teacher:
  a. Select a record by enabling the radio button aside the **Date**.
  b. Click **[Not Required]** button.

9. Determine whether the substitution record is counted or not. Enable the radio button aside **Yes** to count the substitution, vice versa.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.


WebSAMS System Version 1.0.0 (BUILD-13082003c) - Microsoft Internet Explorer
PRIMARY SCHOOL (PM-1) (Type 3)
User: sysadmin Login Time: 20/08/2003 14:57 Logout Help
Current School Year: 2002 20 August 2003
[S-STD02-01] Staff Deployment > Staff Leave / Absence > Staff Leave / Absence >
Go To Search
Substitution Plan
Staff Leave / Absence
Sub Plan
TP01 STAFF0047 (明珍陳) CCM
Assistant Master/Mistress
Start Date (DD/MM/YYYY) 19/12/2002
End Date (DD/MM/YYYY) 19/12/2002
Start Period -
End Period -
Select a record to re-assign substitution plan
Date Period Class Room Subject Substitute Count Sub By
19/12/2002 3 4A 10 GENS 0030 DEPARTED STAFF Yes No
19/12/2002 5 4A 10 GAP 9988 LAU DAN Yes No
19/12/2002 6 4A 10 GAP 9988 LAU DAN Yes No
19/12/2002 7 1A 34 GAP 0030 DEPARTED STAFF Yes No
19/12/2002 9 1A 34 GAP 0030 DEPARTED STAFF Yes No
Note: "Substitution for" is always counted.
Free Location Free Tchr Full Tchr Not Required Save Reset Back
9
Not Required operation has been performed on this record.
Done
Internet

10. Click **[Save]** button.

📖 Post-effects

1. Send out an email to notify the substitute & absentee of the substitution if the system is configured to send email automatically.
2. The user can go to print the relevant substitution notification reports through a hyperlink.
3. Substitution timetable of substitutes are updated accordingly.
4. Adjusted substitute balance, total periods taught for the day, total of substitute balance, and count of substituting other teacher for all the substitutes (only applicable to internal staff) will be updated accordingly. Substitution count will be based on period weight set by user.
5. Substitution plans created can be referenced by substitution re-assignment and substitution enquiry module.
6. Substituted records will be moved from the **Outstanding Substitution Plan** page to the **Completed Substitution Plan** page. Click on the **Completed Substitution Plan** link to view the substituted record (*Refer 2.4.2 Completed*).

📖 Notes

1. Default values for substitution from date, and substitution to date will be derived from those listed in the calling leave record
2. The system will prompt the user that existing substitution plan will be overwritten if there is overlapping substitution plan.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

3. If internal substitution plan is generated, the system will auto-generate a recommended substitution plan based on the following resource:
   a. Free teacher list (except departed staffs),
   b. Staff with teaching duties but not used in generating time table,
   c. Free periods of available supply teacher (if the user specified using supply teacher)
   d. Staff who are marked available.
   e. S5, S7 teacher who are available after last term end date.
   f. Staff who is not on leave
4. The system will based on school calendar to decide if a substitute staff is necessary for particular periods/ days
5. Once all the periods of the absent teacher are substituted by other school teaching staff or supply teacher, the substitution plan will be marked as completed.
6. The system will prompt if:
   a. Substitution start/ end date is not within leave period
   b. There are overlapping substitution plans. User can then choose to edit the substitution period or proceed with overwriting the existing substitution plan.
7. If there is no free teacher available for a certain period, the system will not be able to auto generate substitution record for that particular period. Substitute field in the substitution details page will be left blank. The user can then choose to manually assign a substitute from the full teacher list or proceed without creating substitution record.
8. User can click on the **Details of supply teacher** link to view or maintain the details of the selected supply teacher; and click on **View Staff Timetable** to view the timetable of the staff.
9. Customized day sequence will be shown in bracket.
10. If the teacher having Collaborative Lesson Planning periods takes leaves, the corresponding Collaborative Lesson Planning periods are not required for substitution.
11. Staff assigned to Collaborative Lesson Planning period will not be included in the list of free teachers.
12. After an internal or external substitution plan is generated, all related classrooms would be shown for a lesson involving more than 1 room.
13. After an internal substitution plan is generated, user can replace all the room of a specific lesson by choosing another one from **Free Location** list.
14. [**Free Location**], [**Free Teacher**], [**Full Teacher**], [**Not Required**], [**Supply Tchr**] buttons are available in External Substitution page.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.4.2 Completed

Function Description

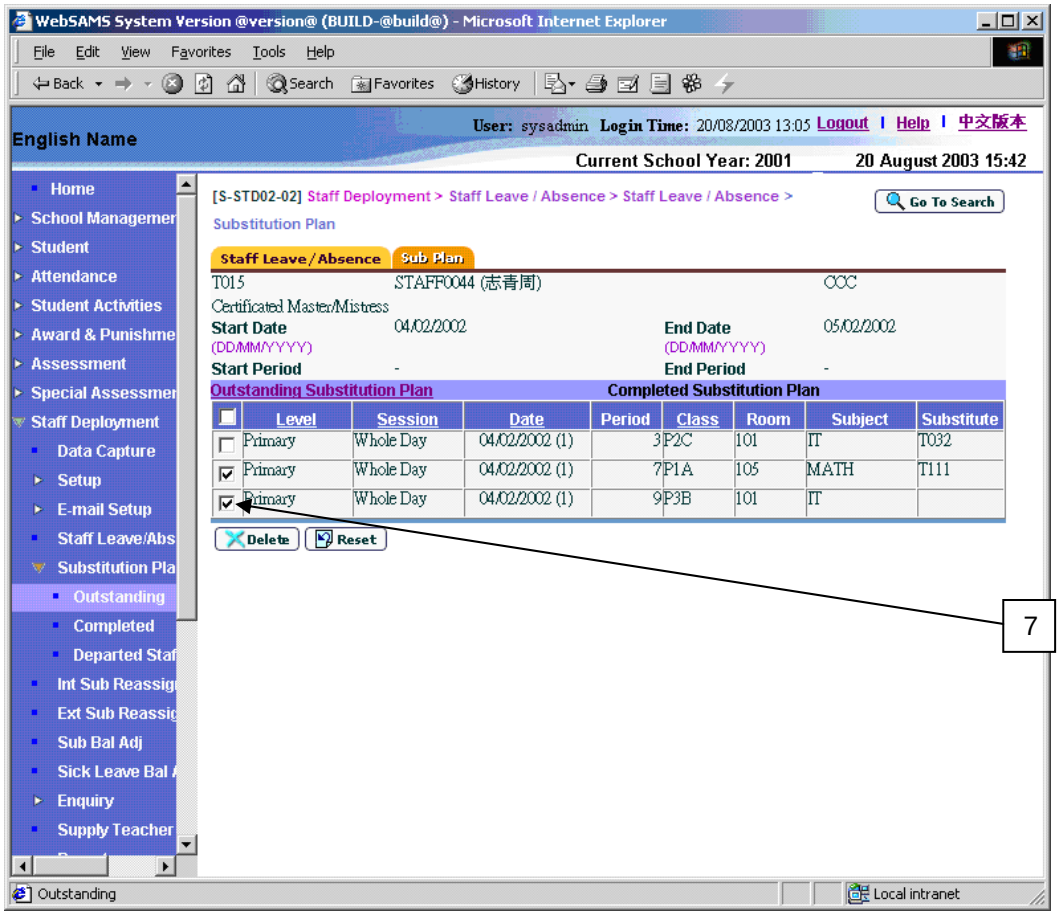
User can view and delete the substituted leave or absence record. Once all the periods of the absent teacher are substituted by other school teaching staff or supply teacher, the substitution plan will be marked as completed.

Pre-requisites

N/A

User Procedures

1. Click **[Staff Deployment]** → **[Substitution Plan]** → **[Completed]** in left menu.
2. Input the search criteria to search for the target leave / absence record to be deleted.
3. Click **[Search]** button.
4. A list of staff who has substituted leave / absence record is displayed.
5. Select a record and click on the **Staff Code** link.
6. List of substituted leave / absence record of the selected staff is displayed.


WebSAMS System Version @version@ (BUILD-@build@) - Microsoft Internet Explorer
English Name
User: sysadmin Login Time: 20/08/2003 13:05 Logout | Help | 中文版本
Current School Year: 2001
20 August 2003 15:42
[S-STD02-02] Staff Deployment > Staff Leave / Absence > Staff Leave / Absence > Substitution Plan
Go To Search
Staff Leave / Absence
Sub Plan
T015
STAFF0044 (志青周)
CCC
Certificated Master/Mistress
Start Date (DD/MM/YYYY) 04/02/2002
End Date (DD/MM/YYYY) 05/02/2002
Start Period -
End Period -
Outstanding Substitution Plan
Completed Substitution Plan
Level | Session | Date | Period | Class | Room | Subject | Substitute
Primary | Whole Day | 04/02/2002 (1) | 3 | P2C | 101 | IT | T032
Primary | Whole Day | 04/02/2002 (1) | 7 | P1A | 105 | MATH | T111
Primary | Whole Day | 04/02/2002 (1) | 9 | P3B | 101 | IT
Delete
Reset
7
Outstanding
Local intranet

7. Check the box(es) aside the **Level** for the substituted record to be deleted.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

8. Click **[Delete]** button and confirm the operation.

🕮 Post-effects

1. Send out a cancellation email to notify the substitute & absentee if the system is configured to send email automatically.
2. Substitution timetable of substitute are updated accordingly.
3. Adjusted substitute balance, total periods taught for the day, total of substitute balance, and count of substituting other teacher for all the substitutes will be updated accordingly.
4. Updated substitution plans cannot be referenced by other modules e.g. substitution re-assignment and substitution enquiry module.

🕮 Notes

1. If conflicts found between staff free periods, S5 & S7 teacher free period, and staff “not available” period, staff “not available” period will overwrite the other two.
2. For historical data, user can update substitution plan but system will not update substitution count accordingly. User will be prompted to manually adjust substitution balance carried forward
3. Customized day sequence will be shown in bold format.
4. If the teacher having Collaborative Lesson Planning periods takes leaves, the corresponding Collaborative Lesson Planning periods are not required for substitution.
5. Staff assigned to Collaborative Lesson Planning period will not be included in the list of free teachers.
6. In the completed substitution plan details page, all related classrooms should be shown for a lesson involving more than 1 room.

.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.4.3 Departed Staff

Function Description

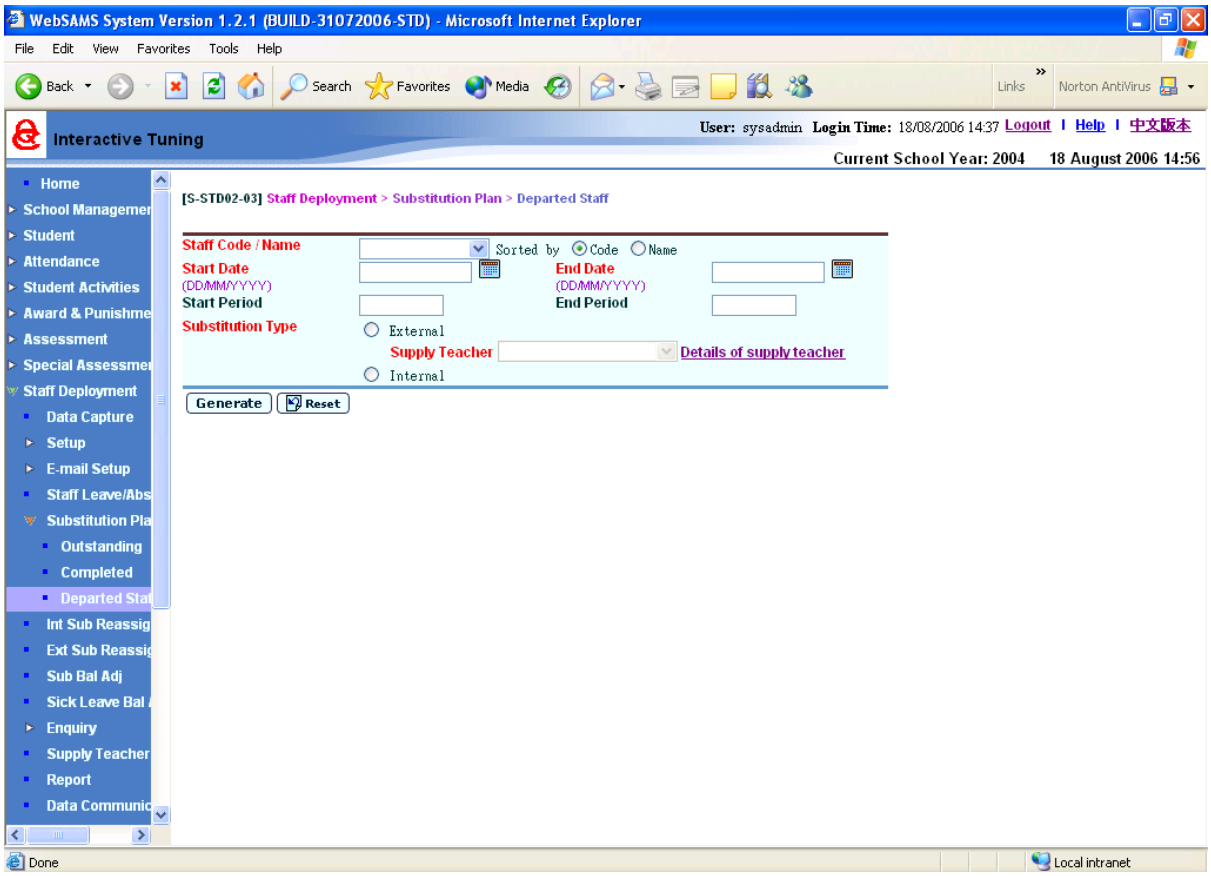
User can generate substitution plan for departed staff based on the substitution criteria and priority set by user.

Pre-requisites

1. Timetable records must be set up.
2. For internal substitution, list of free teachers and locations must be set up.
3. For external substitution, list of supply teachers, who are active, with teaching duty indicator marked and available during this period, must be set up.

User Procedures

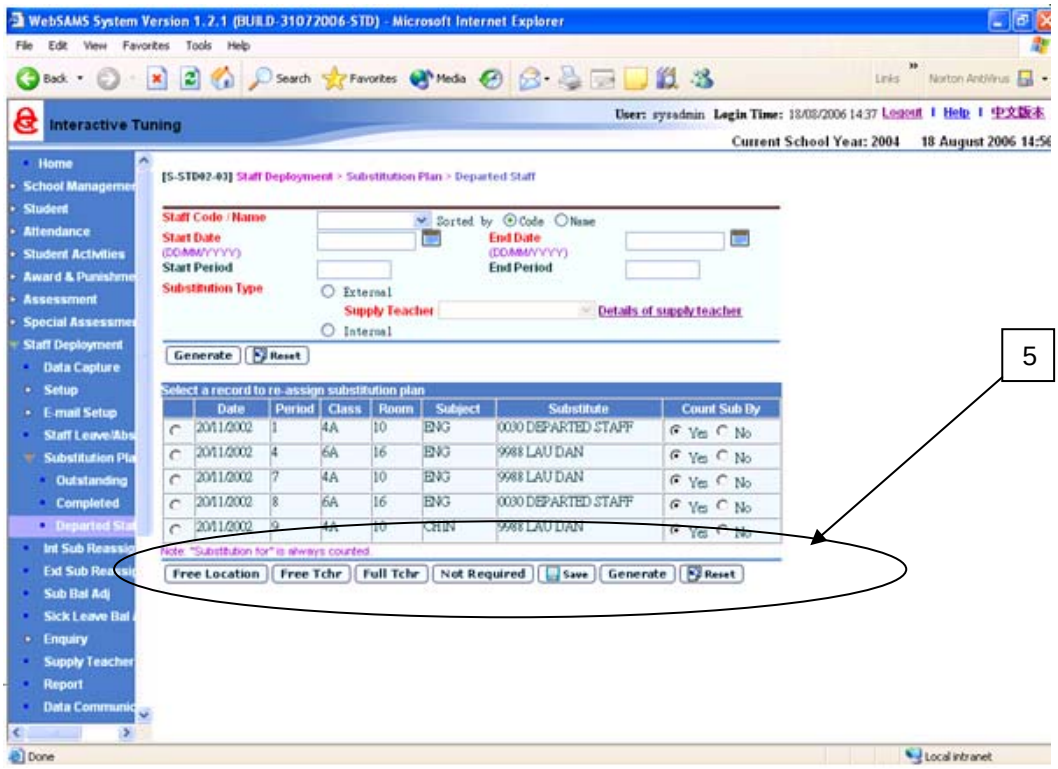
1. Click **[Staff Deployment]** → **[Substitution Plan]** → **[Departed Staff]** in left menu.
2. Set the substitution period. Select a departed staff and the substitution type: internal or external. If external is chosen, user is required to select the supply teacher.



3. Click **[Generate]** button.

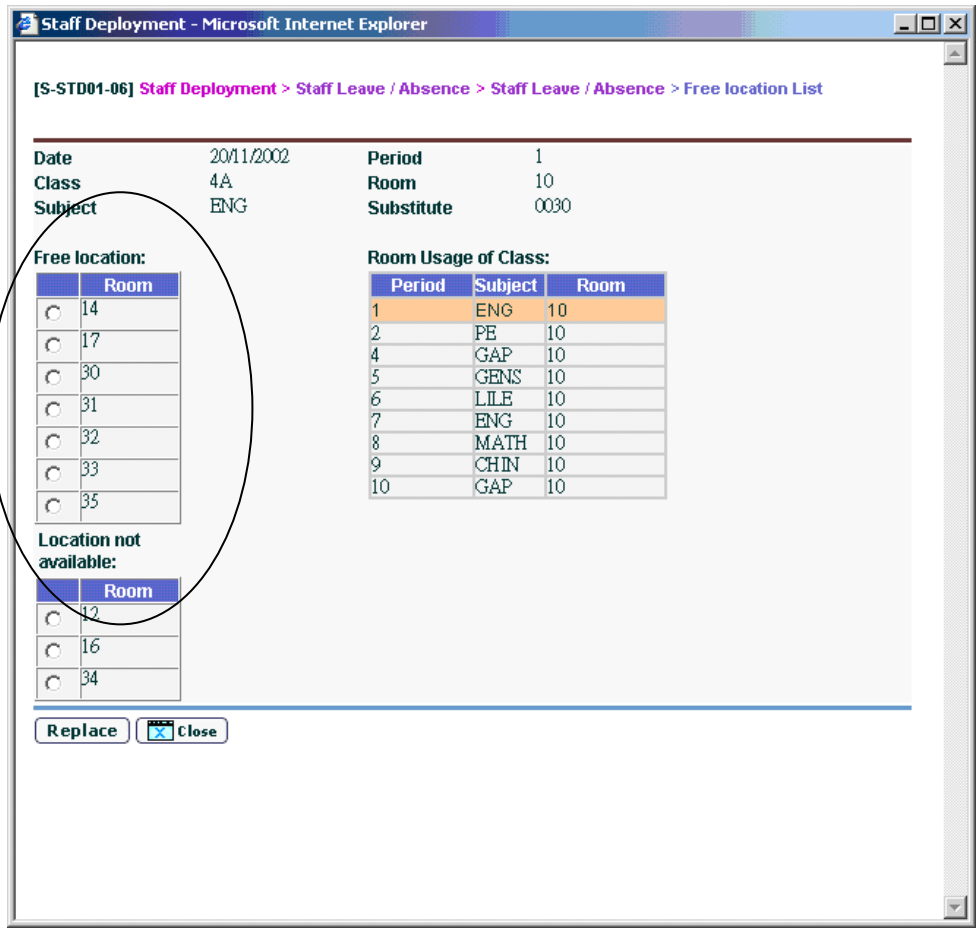
Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

4. The system then auto generate substitution record for the selected period based on the substitution criteria and priority set by user.



5. The substitution result is displayed; User can choose to substitute teacher from free teacher list or full teacher list, indicate the class not required substitute teacher, and choose another class location from a free location list.
   - Change the Room Location:
     a. Select a record by enabling the radio button aside the **Date**.
     b. Click **[Free Location]** button.
     c. In the pop up screen, select a room to replace the current selected room.

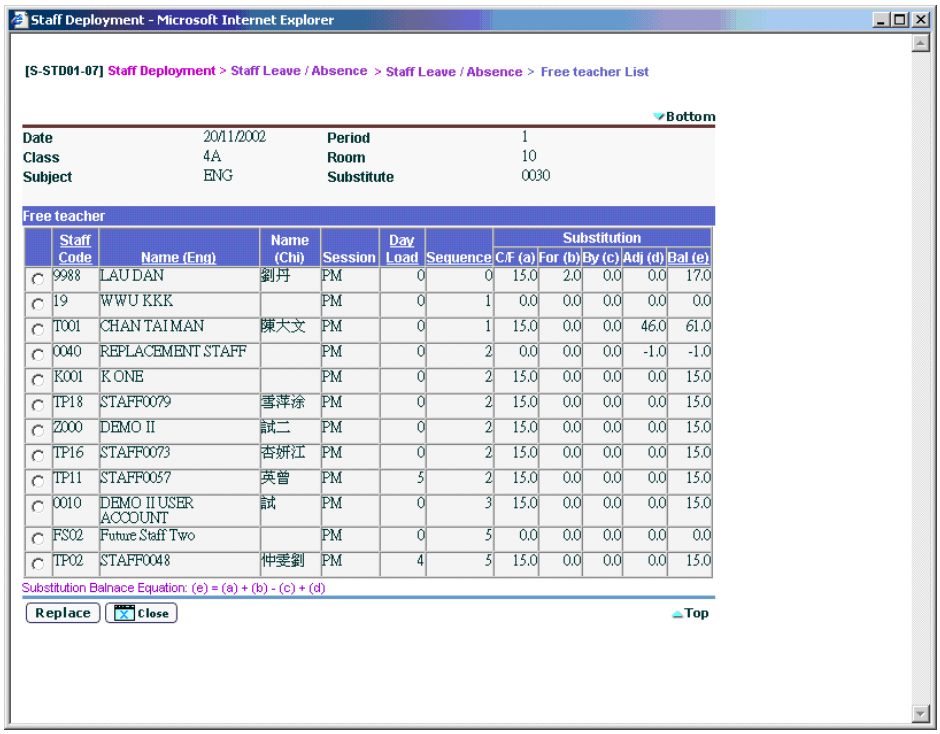
Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



d. Click **[Replace]** button.

- Change the substitute teacher from the free teacher list:
  a. Select a record by enabling the radio button aside the **Date**.
  b. Click **[Free Tchr]** button.
  c. In the pop up screen, select a teacher from the free teacher list to replace the current substitute teacher.

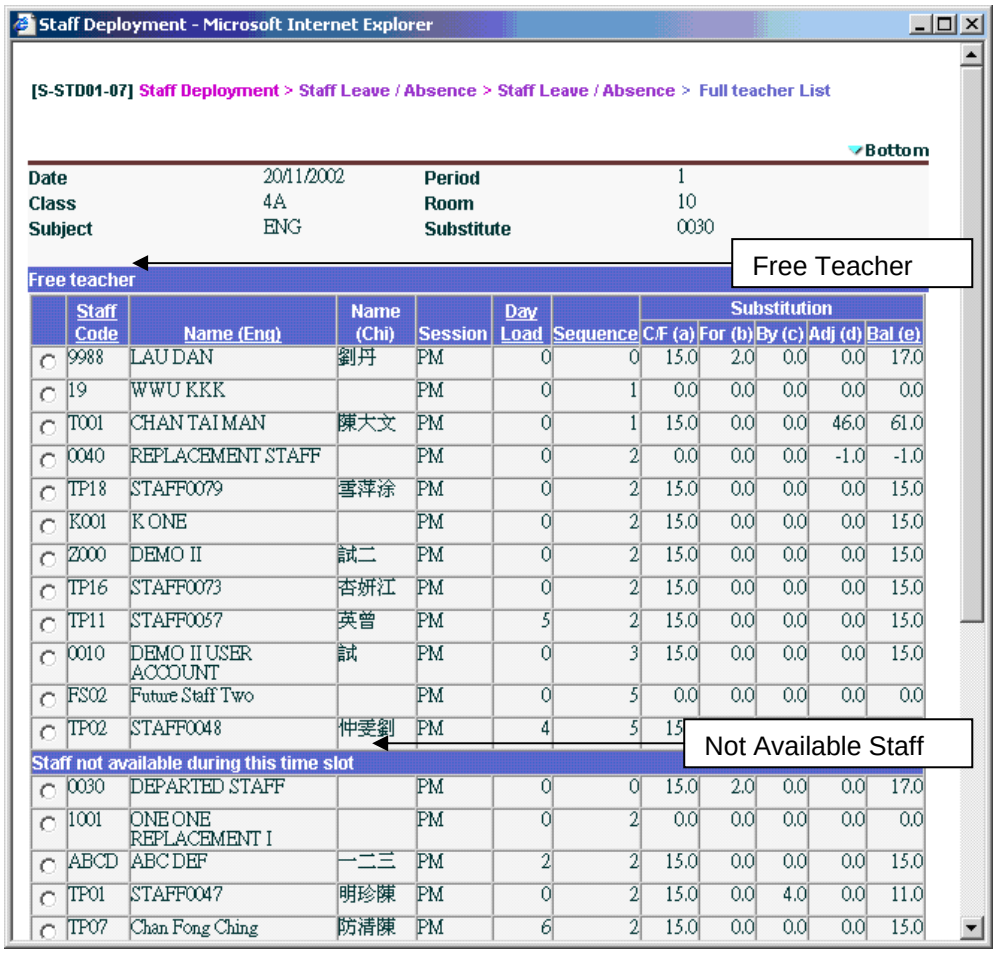
Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.


Staff Deployment - Microsoft Internet Explorer
[S-STD01-07] Staff Deployment > Staff Leave / Absence > Staff Leave / Absence > Free teacher List
Bottom
Date 20/11/2002 Period 1
Class 4A Room 10
Subject ENG Substitute 0030
Free teacher
Staff Code | Name (Eng) | Name (Chi) | Session | Day Load | Sequence | Substitution C/F (a) | For (b) | By (c) | Adj (d) | Bal (e)
9988 LAU DAN 劉丹 PM 0 0 15.0 2.0 0.0 0.0 17.0
19 WWU KKK PM 0 1 0.0 0.0 0.0 0.0 0.0
T001 CHAN TAI MAN 陳大文 PM 0 1 15.0 0.0 0.0 46.0 61.0
0040 REPLACEMENT STAFF PM 0 2 0.0 0.0 0.0 -1.0 -1.0
K001 K ONE PM 0 2 15.0 0.0 0.0 0.0 15.0
TP18 STAFF0079 雪萍涂 PM 0 2 15.0 0.0 0.0 0.0 15.0
Z000 DEMO II 試二 PM 0 2 15.0 0.0 0.0 0.0 15.0
TP16 STAFF0073 杏妍江 PM 0 2 15.0 0.0 0.0 0.0 15.0
TP11 STAFF0057 英曾 PM 5 2 15.0 0.0 0.0 0.0 15.0
0010 DEMO II USER ACCOUNT 試 PM 0 3 15.0 0.0 0.0 0.0 15.0
FS02 Future Staff Two PM 0 5 0.0 0.0 0.0 0.0 0.0
TP02 STAFF0048 仲雯劉 PM 4 5 15.0 0.0 0.0 0.0 15.0
Substitution Balnace Equation: (e) = (a) + (b) - (c) + (d)
Replace
Close
Top

d. Click **[Replace]** button.

- Change the substitute teacher from the full teacher list:
  a. Select a record by enabling the radio button aside the **Date**.
  b. Click **[Full Tchr]** button.
  c. In the pop up screen, select a teacher from the full teacher list to replace the current substitute teacher.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

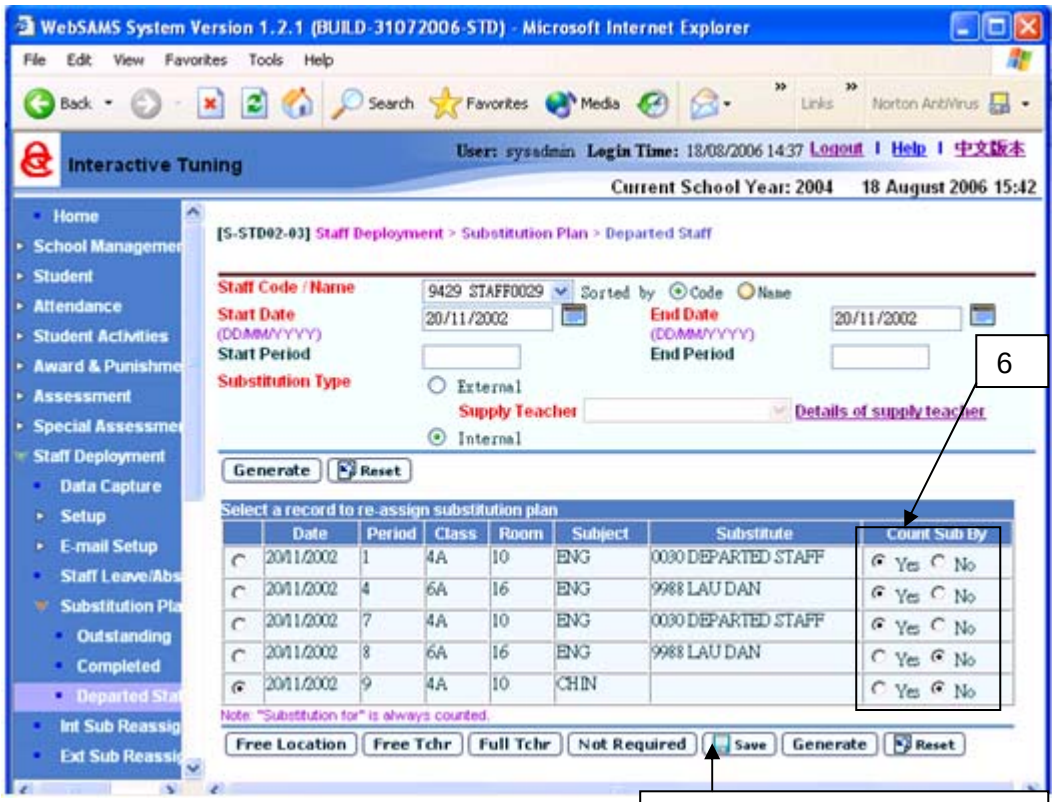

Staff Deployment - Microsoft Internet Explorer
[S-STD01-07] Staff Deployment > Staff Leave / Absence > Staff Leave / Absence > Full teacher List
Bottom
Date 20/11/2002 Period 1
Class 4A Room 10
Subject ENG Substitute 0030
Free Teacher
Free teacher
Staff Code | Name (Eng) | Name (Chi) | Session | Day Load | Sequence | Substitution | C/F (a) | For (b) | By (c) | Adj (d) | Bal (e)
9988 LAU DAN 劉丹 PM 0 0 15.0 2.0 0.0 0.0 17.0
19 WWU KKK PM 0 1 0.0 0.0 0.0 0.0 0.0
T001 CHAN TAI MAN 陳大文 PM 0 1 15.0 0.0 0.0 46.0 61.0
0040 REPLACEMENT STAFF PM 0 2 0.0 0.0 0.0 -1.0 -1.0
TP18 STAFF0079 雪萍涂 PM 0 2 15.0 0.0 0.0 0.0 15.0
K001 K ONE PM 0 2 15.0 0.0 0.0 0.0 15.0
Z000 DEMO II 試二 PM 0 2 15.0 0.0 0.0 0.0 15.0
TP16 STAFF0073 杏妍江 PM 0 2 15.0 0.0 0.0 0.0 15.0
TP11 STAFF0057 英曾 PM 5 2 15.0 0.0 0.0 0.0 15.0
0010 DEMO II USER ACCOUNT 試 PM 0 3 15.0 0.0 0.0 0.0 15.0
FS02 Future Staff Two PM 0 5 0.0 0.0 0.0 0.0 0.0
TP02 STAFF0048 仲雯劉 PM 4 5 15
Not Available Staff
Staff not available during this time slot
0030 DEPARTED STAFF PM 0 0 15.0 2.0 0.0 0.0 17.0
1001 ONE ONE REPLACEMENT I PM 0 2 0.0 0.0 0.0 0.0 0.0
ABCD ABC DEF 一二三 PM 2 2 15.0 0.0 0.0 0.0 15.0
TP01 STAFF0047 明珍陳 PM 0 2 15.0 0.0 4.0 0.0 11.0
TP07 Chan Fong Ching 防清陳 PM 6 2 15.0 0.0 0.0 0.0 15.0

d. Click **[Replace]** button.

- Remove substitute teacher:
  a. Select a record by enabling the radio button aside the **Date**.
  b. Click **[Not Required]** button.

6. Determine whether the substitution record is counted or not. Enable the radio button aside **Yes** to count the substitution, vice versa.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



7. Click **[**Save**]** button.

📖 Post-effects

1. Will send out an email to notify the substitute of the substitution if the system is configured to send email automatically.
2. Substitution timetable of substitutes are updated accordingly.
3. Adjusted substitute balance, total periods taught for the day, total of substitute balance, and count of substituting other teacher for all the substitutes will be updated accordingly. Substitution count will be based on period weight set by user.
4. Substitution plans created can be referenced by substitution re-assignment and substitution enquiry module.

📖 Notes

1. If internal substitution plan is generated, the system will auto-generate a recommended substitution plan based on the following resource:
   a. Free teacher list generated by timetabling module (except departed staffs),
   b. Staff with teaching duties but not used in generating time table,
   c. Free periods of available supply teacher (if the user specified using supply teacher)
   d. Staff who are marked available
   e. S5, S7 teacher who are available after last term end date (UCS_STD12)
   f. Staff who is not on leave

2. The system will also be based on criteria set by the user (refer to STD08-Maintain Substitution Criteria) to prioritize and recommend staff for the substitution plan.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

3. The system will also be based on school calendar to decide if a substitute staff is necessary for particular periods/ days. E.g. substitution might not be needed for school event such as school picnic.
4. After the substitution plan is generated, the user can refer to the following information to re-arrange manually or request the system to re-generate substitution for an absent teacher:
   a. Free school teacher list (except departed staff)
   b. Full school teacher list
   c. Free location
5. If substitution start/ end date is earlier than employment end date, the system will prompt an error message.
6. If there are overlapping substitution plans, the system will prompt a warning message to the user that the existing substitution plan will be overwritten. The user can then choose to edit the substitution period or proceed with overwriting the existing substitution plan
7. If conflicts found between staff free periods, S5 & S7 teacher free period, and staff “not available” period, staff “not available” period will overwrite the other two.
8. For historical data, user can update substitution plan but system will not update substitution count accordingly. User will be prompted to manually adjust substitution balance carried forward.
9. If the teacher having Collaborative Lesson Planning periods takes leaves, the corresponding Collaborative Lesson Planning periods are not required for substitution.
10. Staff assigned to Collaborative Lesson Planning period will not be included in the list of free teachers.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.5 Internal Substitution Reassignment

🕮 Function Description

User can maintain staff internal substitution re-assignment. The user can also convert an internal substitution plan to external substitution plan. When the user chooses to do so, the system will guide the user through to replacing existing internal substitution plan with new external substitution plan..

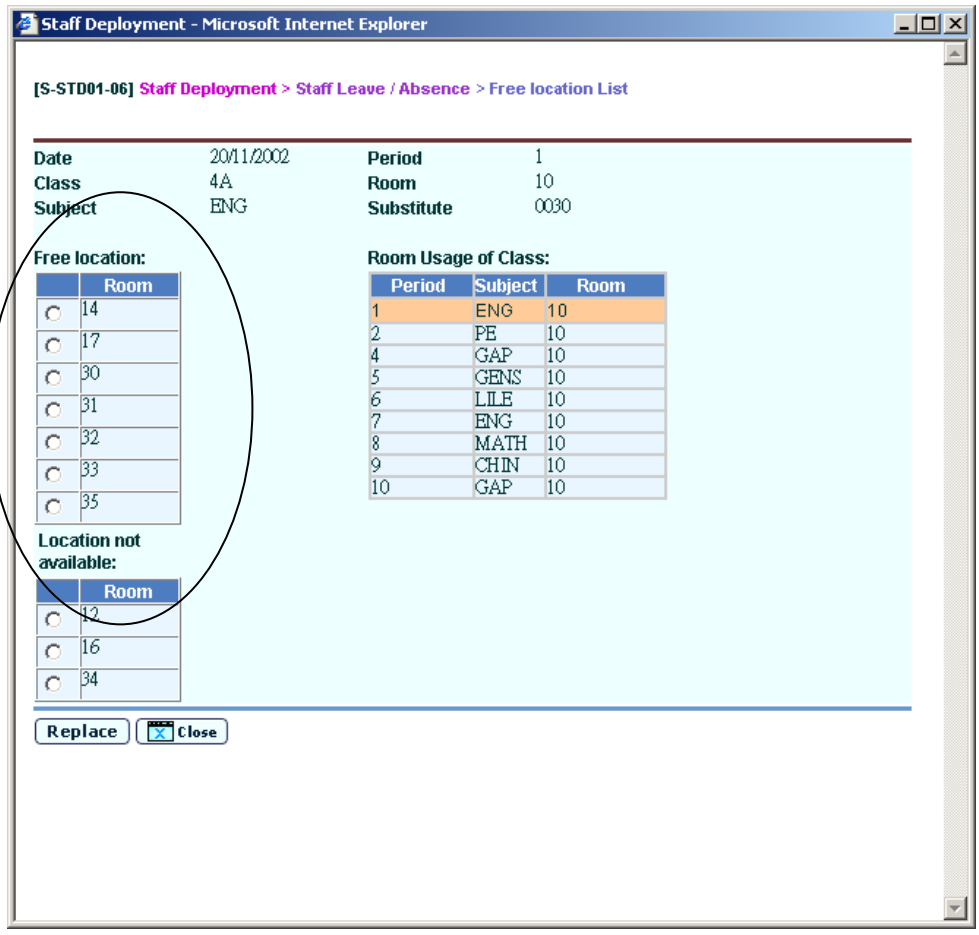
🕮 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Staff Deployment]** → **[Int Sub Reassignment]** in left menu.
2. Select the target **Absentee** and then the **Substitute**.
3. Click **[Search]** button.
4. The substitution plan of the selected substitute for the absentee is displayed; User can choose to re-substitute teacher from free teacher list or full teacher list, re-indicate the class not required substitute teacher, and choose another class location from a free location list.
   - Re-substitute the Room Location:
     a. Select a record by enabling the radio button aside the **Date**.
     b. Click **[Free Location]** button.
     c. In the pop up screen, select a room to replace the current selected room.

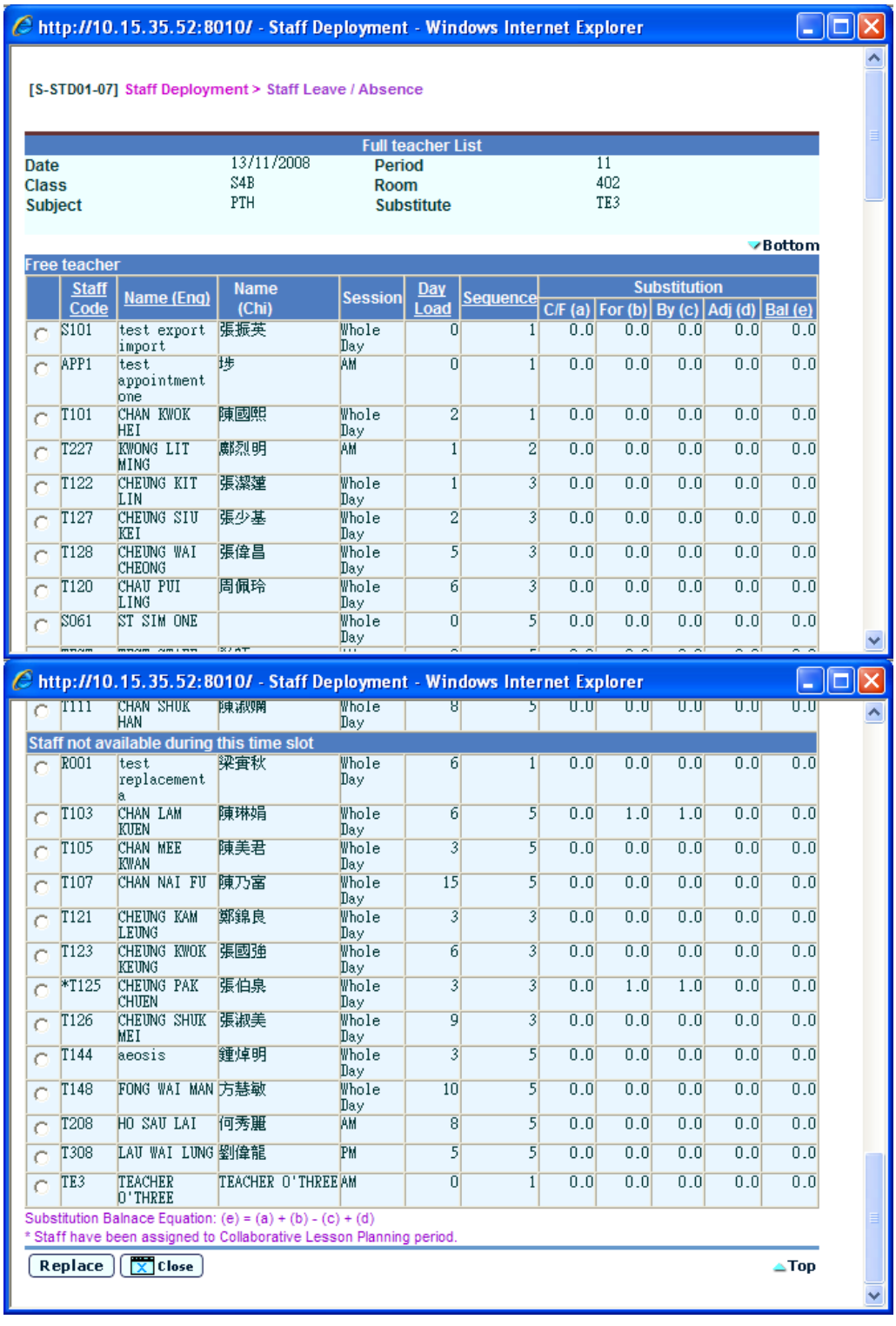
Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



d. Click **[Replace]** button.

- Re-substitute the teacher from the free teacher list:
  a. Select a record by enabling the radio button aside the **Date**.
  b. Click **[Free Tchr]** button.
  c. In the pop up screen, select a teacher from the free teacher list to replace the current substitute teacher.

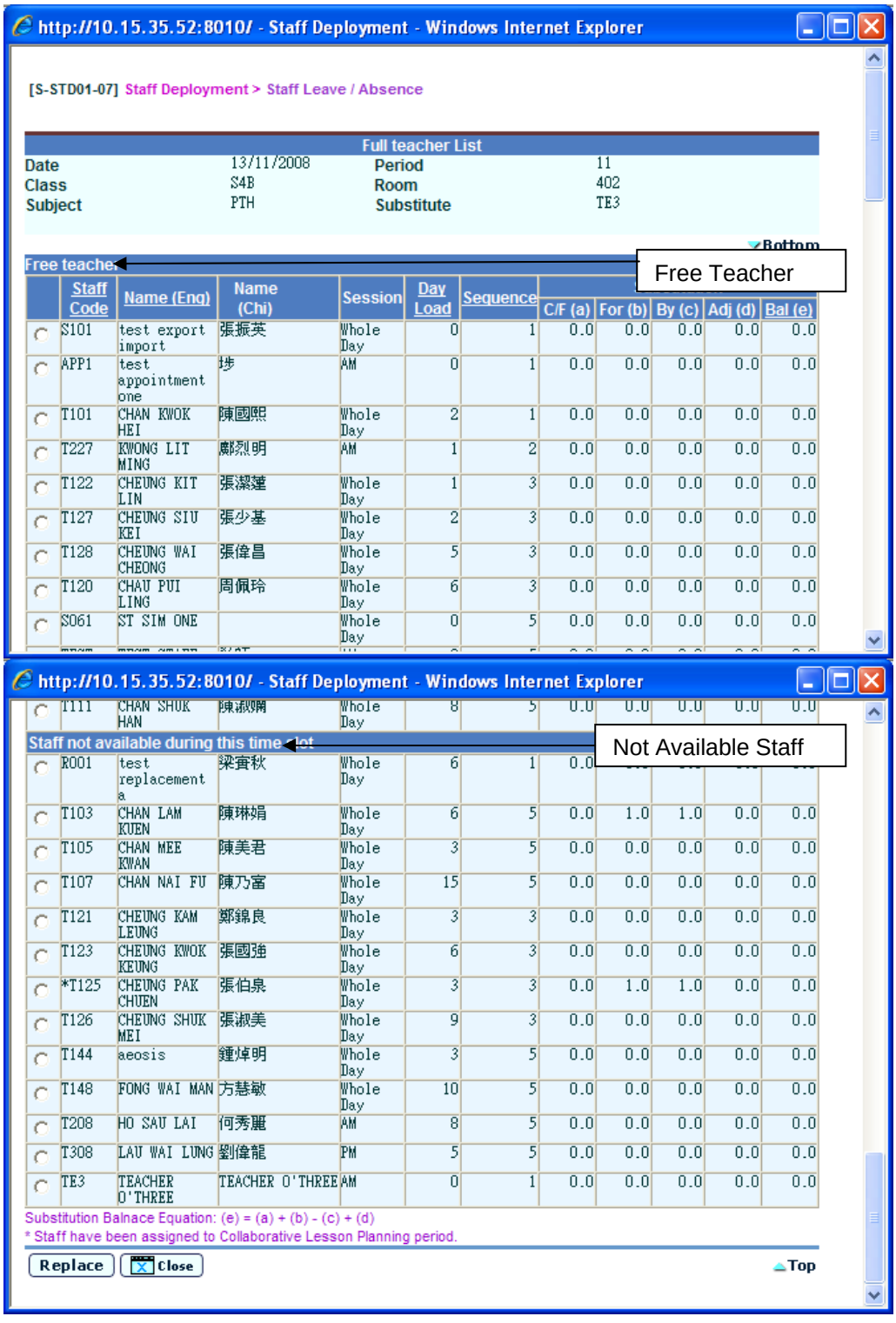
Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.


http://10.15.35.52:8010/ - Staff Deployment - Windows Internet Explorer
[S-STD01-07] Staff Deployment > Staff Leave / Absence
Full teacher List
Date 13/11/2008 Period 11
Class S4B Room 402
Subject PTH Substitute TE3
Bottom
Free teacher
Staff Code | Name (Eng) | Name (Chi) | Session | Day Load | Sequence | Substitution | C/F (a) | For (b) | By (c) | Adj (d) | Bal (e)
S101 test export import 張振英 Whole Day 0 1 0.0 0.0 0.0 0.0 0.0
APP1 test appointment one 坡 AM 0 1 0.0 0.0 0.0 0.0 0.0
T101 CHAN KWOK HEI 陳國熙 Whole Day 2 1 0.0 0.0 0.0 0.0 0.0
T227 KWONG LIT MING 鄺烈明 AM 1 2 0.0 0.0 0.0 0.0 0.0
T122 CHEUNG KIT LIN 張潔蓮 Whole Day 1 3 0.0 0.0 0.0 0.0 0.0
T127 CHEUNG SIU KEI 張少基 Whole Day 2 3 0.0 0.0 0.0 0.0 0.0
T128 CHEUNG WAI CHEONG 張偉昌 Whole Day 5 3 0.0 0.0 0.0 0.0 0.0
T120 CHAU PUI LING 周佩玲 Whole Day 6 3 0.0 0.0 0.0 0.0 0.0
S061 ST SIM ONE Whole Day 0 5 0.0 0.0 0.0 0.0 0.0
T111 CHAN SHUK HAN 陳淑嫻 Whole Day 8 5 0.0 0.0 0.0 0.0 0.0
Staff not available during this time slot
R001 test replacement a 梁賓秋 Whole Day 6 1 0.0 0.0 0.0 0.0 0.0
T103 CHAN LAM KUEN 陳琳娟 Whole Day 6 5 0.0 1.0 1.0 0.0 0.0
T105 CHAN MEE KWAN 陳美君 Whole Day 3 5 0.0 0.0 0.0 0.0 0.0
T107 CHAN NAI FU 陳乃富 Whole Day 15 5 0.0 0.0 0.0 0.0 0.0
T121 CHEUNG KAM LEUNG 鄭錦良 Whole Day 3 3 0.0 0.0 0.0 0.0 0.0
T123 CHEUNG KWOK KEUNG 張國強 Whole Day 6 3 0.0 0.0 0.0 0.0 0.0
*T125 CHEUNG PAK CHUEN 張伯泉 Whole Day 3 3 0.0 1.0 1.0 0.0 0.0
T126 CHEUNG SHUK MEI 張淑美 Whole Day 9 3 0.0 0.0 0.0 0.0 0.0
T144 aeosis 鍾焯明 Whole Day 3 5 0.0 0.0 0.0 0.0 0.0
T148 FONG WAI MAN 方慧敏 Whole Day 10 5 0.0 0.0 0.0 0.0 0.0
T208 HO SAU LAI 何秀麗 AM 8 5 0.0 0.0 0.0 0.0 0.0
T308 LAU WAI LUNG 劉偉龍 PM 5 5 0.0 0.0 0.0 0.0 0.0
TE3 TEACHER O'THREE TEACHER O'THREE AM 0 1 0.0 0.0 0.0 0.0 0.0
Substitution Balnace Equation: (e) = (a) + (b) - (c) + (d)
* Staff have been assigned to Collaborative Lesson Planning period.
Replace
Close
Top

d. Click **[Replace]** button.

- Re-substitute the teacher from the full teacher list:
  a. Select a record by enabling the radio button aside the **Date**.
  b. Click **[Full Tchr]** button.
  c. In the pop up screen, select a teacher from the full teacher list to replace the current substitute teacher.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

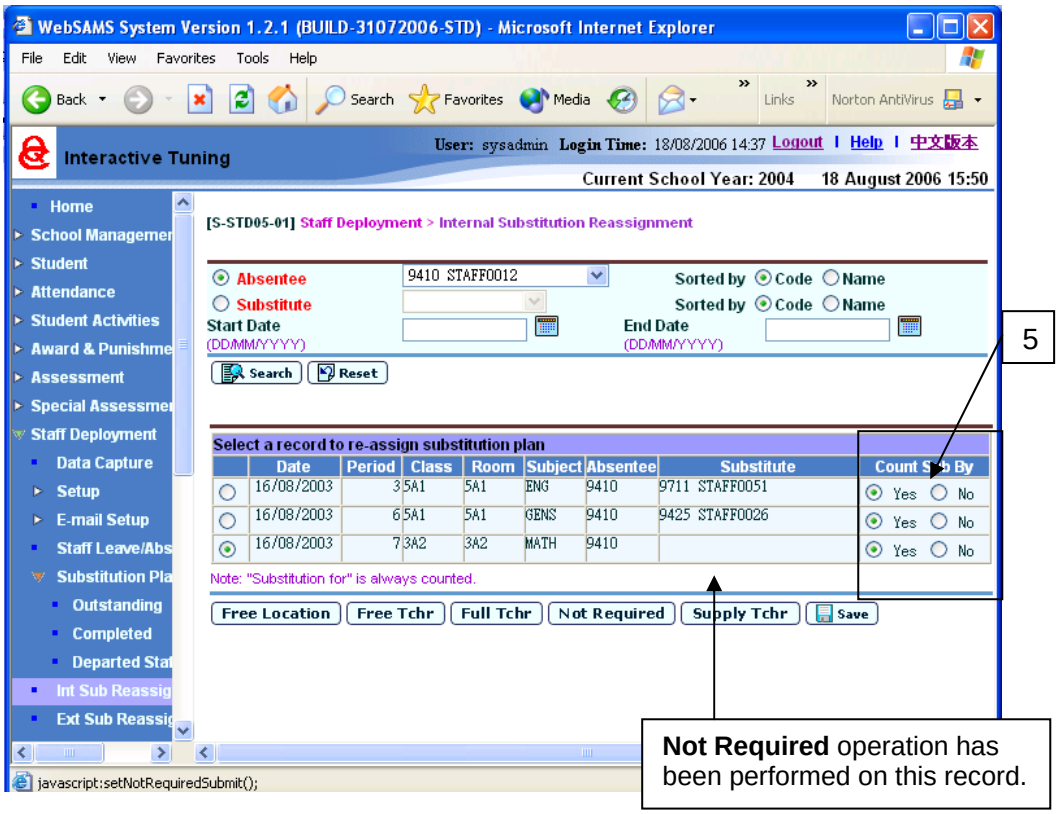

http://10.15.35.52:8010/ - Staff Deployment - Windows Internet Explorer
[S-STD01-07] Staff Deployment > Staff Leave / Absence
Full teacher List
Date 13/11/2008 Period 11
Class S4B Room 402
Subject PTH Substitute TE3
Free teacher
Free Teacher
Staff Code | Name (Eng) | Name (Chi) | Session | Day Load | Sequence | C/F (a) | For (b) | By (c) | Adj (d) | Bal (e)
S101 test export import 張振英 Whole Day 0 1 0.0 0.0 0.0 0.0 0.0
APP1 test appointment one 坡 AM 0 1 0.0 0.0 0.0 0.0 0.0
T101 CHAN KWOK HEI 陳國熙 Whole Day 2 1 0.0 0.0 0.0 0.0 0.0
T227 KWONG LIT MING 鄺烈明 AM 1 2 0.0 0.0 0.0 0.0 0.0
T122 CHEUNG KIT LIN 張潔蓮 Whole Day 1 3 0.0 0.0 0.0 0.0 0.0
T127 CHEUNG SIU KEI 張少基 Whole Day 2 3 0.0 0.0 0.0 0.0 0.0
T128 CHEUNG WAI CHEONG 張偉昌 Whole Day 5 3 0.0 0.0 0.0 0.0 0.0
T120 CHAU PUI LING 周佩玲 Whole Day 6 3 0.0 0.0 0.0 0.0 0.0
S061 ST SIM ONE Whole Day 0 5 0.0 0.0 0.0 0.0 0.0
http://10.15.35.52:8010/ - Staff Deployment - Windows Internet Explorer
T111 CHAN SHUK HAN 陳淑嫻 Whole Day 8 5 0.0 0.0 0.0 0.0 0.0
Staff not available during this time slot
Not Available Staff
R001 test replacement a 梁賓秋 Whole Day 6 1 0.0
T103 CHAN LAM KUEN 陳琳娟 Whole Day 6 5 0.0 1.0 1.0 0.0 0.0
T105 CHAN MEE KWAN 陳美君 Whole Day 3 5 0.0 0.0 0.0 0.0 0.0
T107 CHAN NAI FU 陳乃富 Whole Day 15 5 0.0 0.0 0.0 0.0 0.0
T121 CHEUNG KAM LEUNG 鄭錦良 Whole Day 3 3 0.0 0.0 0.0 0.0 0.0
T123 CHEUNG KWOK KEUNG 張國強 Whole Day 6 3 0.0 0.0 0.0 0.0 0.0
*T125 CHEUNG PAK CHUEN 張伯泉 Whole Day 3 3 0.0 1.0 1.0 0.0 0.0
T126 CHEUNG SHUK MEI 張淑美 Whole Day 9 3 0.0 0.0 0.0 0.0 0.0
T144 aeosis 鍾焯明 Whole Day 3 5 0.0 0.0 0.0 0.0 0.0
T148 FONG WAI MAN 方慧敏 Whole Day 10 5 0.0 0.0 0.0 0.0 0.0
T208 HO SAU LAI 何秀麗 AM 8 5 0.0 0.0 0.0 0.0 0.0
T308 LAU WAI LUNG 劉偉龍 PM 5 5 0.0 0.0 0.0 0.0 0.0
TE3 TEACHER O'THREE TEACHER O'THREE AM 0 1 0.0 0.0 0.0 0.0 0.0
Substitution Balnace Equation: (e) = (a) + (b) - (c) + (d)
* Staff have been assigned to Collaborative Lesson Planning period.
Replace
Close
Top

d. Click **[Replace]** button.

- Remove substitute teacher:
  a. Select a record by enabling the radio button aside the **Date**.
  b. Click **[Not Required]** button.

5. Determine whether the substitution record is counted or not. Enable the radio button aside **Yes** to count the substitution, vice versa.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



6. Click **[Save]** button

📖 Post-effects

N/A

📖 Notes

1. When selecting the free teacher list, system will also consider the manual assignment on week/cycle day, skipping school day.
2. When selecting the full teacher list, system will also consider the manual assignment on week/cycle day, skipping school day.
3. Staff assigned to Collaborative Lesson Planning period will not be included in the list of free teachers and shown on “Not Available” part on the “Full teacher list” with remark as an indication.
4. All related classrooms should be shown for the lesson involving more than 1 classroom when user reviews the **Internal Substitution Plan**.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.6 External Substitution Reassignment

Function Description

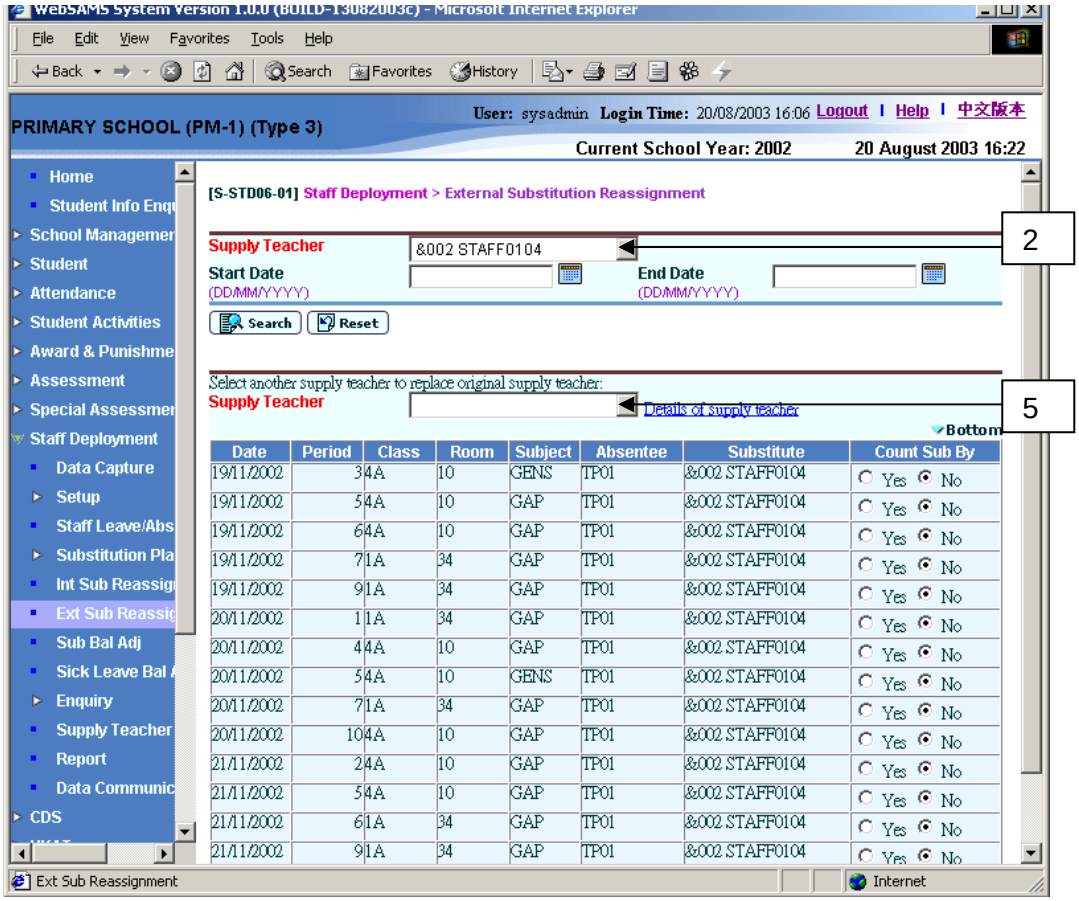
User can maintain staff external substitution re-assignment. The user can also convert an external substitution plan to internal substitution plan. When the user chooses to do so, the system will guide the user through to replacing existing external substitution plan with new internal substitution plan.

Pre-requisites

N/A

User Procedures

1. Click **[Staff Deployment]** → **[Ext Sub Reassignment]** in left menu.
2. Select the **Supply Teacher** to be substituted.
3. Click **[Search]** button.
4. List of substituted record of the selected staff is shown.


File Edit View Favorites Tools Help
PRIMARY SCHOOL (PM-1) (Type 3)
User: sysadmin Login Time: 20/08/2003 16:06 Logout | Help | 中文版本
Current School Year: 2002 20 August 2003 16:22
[S-STD06-01] Staff Deployment > External Substitution Reassignment
Supply Teacher &002 STAFF0104
Start Date (DD/MM/YYYY) End Date (DD/MM/YYYY)
Search Reset
Select another supply teacher to replace original supply teacher:
Supply Teacher Details of supply teacher
Bottom
Date Period Class Room Subject Absentee Substitute Count Sub By
Ext Sub Reassignment
Internet
2
5

5. Select another supply teacher to replace the current supply teacher.
6. Click **[Save]** button to replace the supply teacher with another one.

Post-effects

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

N/A

🕮 Notes

1. User can click on the **Details of supply teacher** link to view and maintain the supply teacher details.
2. All related classrooms should be shown for the lesson involving more than 1 classroom when user reviews the **External Substitution Plan.**

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.7 Substitution Balance Adjustment

Add Substitution Balance Adjustment

🕮 Function Description

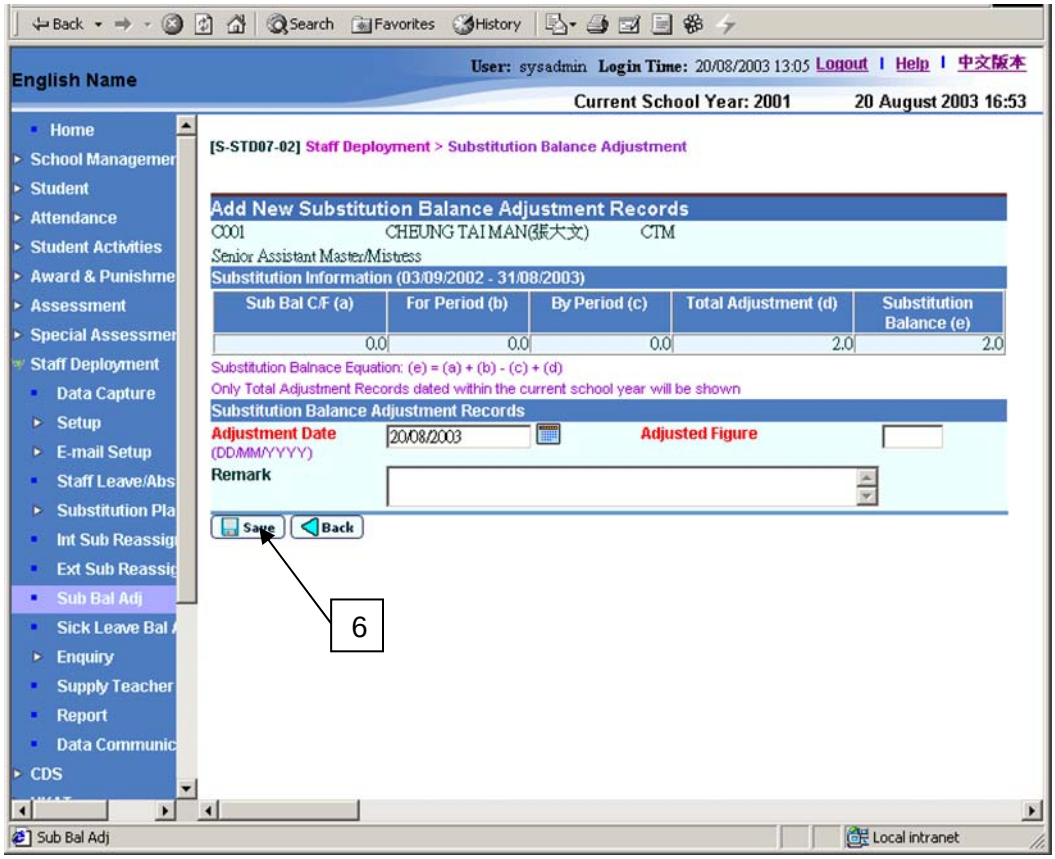
User can add a substitution balance adjustment to the selected teacher in the current school year.

🕮 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Staff Deployment]** → **[Sub Bal Adj]** in left menu.
2. Enter the search criteria and click the **[Search]** button to search for staff record.
3. A list of matched staff record is shown. Click **Staff Code** hyperlink to select a staff record to view.
4. Click **[Add]** button.



5. Fill in **Adjustment Date**, **Adjusted Figure** and **Remark**.
6. Click **[Save]** button.

🕮 Post-effects

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

N/A

📖 Notes

1. System date will be set to **Adjustment Date** by the system automatically.
2. **Adjusted Figure** can be positive or negative figure.
3. If the first appointment date is not effective before the adjustment effective date or departure record is found effective before the adjustment effective date (i.e. adjustment effective date is after the employment end date), error message will be prompted out.
4. After validation, the system will add the adjustment entry; the total sum of the adjustment figures (Total adjustment) of the current school year will be re-calculated and displayed. Adjustment balance (Adjustment balance = Carried forward balance + Substituted for others – Substituted by others + Total adjustment) will also be re-calculated and displayed.

Delete Substitution Balance Adjustment

📖 Function Description

User can delete an existing substitution balance adjustment of the current school year.

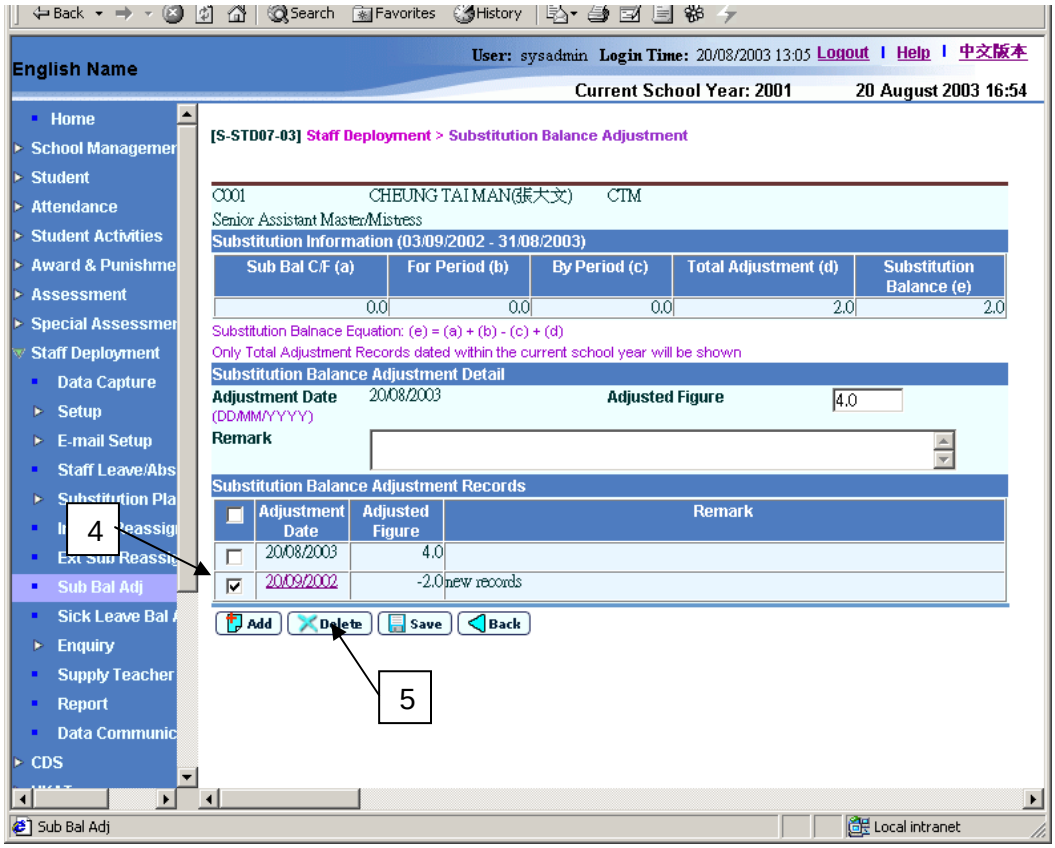
📖 Pre-requisites

1. Substitution balance adjustment detail is created.

🖱 User Procedures

1. Click **[Staff Deployment]** → **[Sub Bal Adj]** in left menu.
2. Enter the search criteria and click the **[Search]** button to search for staff record.
3. A list of matched staff record is shown. Click **Staff Code** hyperlink to select a staff record to view.
4. Select the record to be deleted.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



5. Click **[Delete]** button and confirm the operation.

📖 Post-effects

N/A

📖 Notes

N/A

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.8 Sick Leave Balance Adjustment

View/Adjust sick leave balance

Function Description

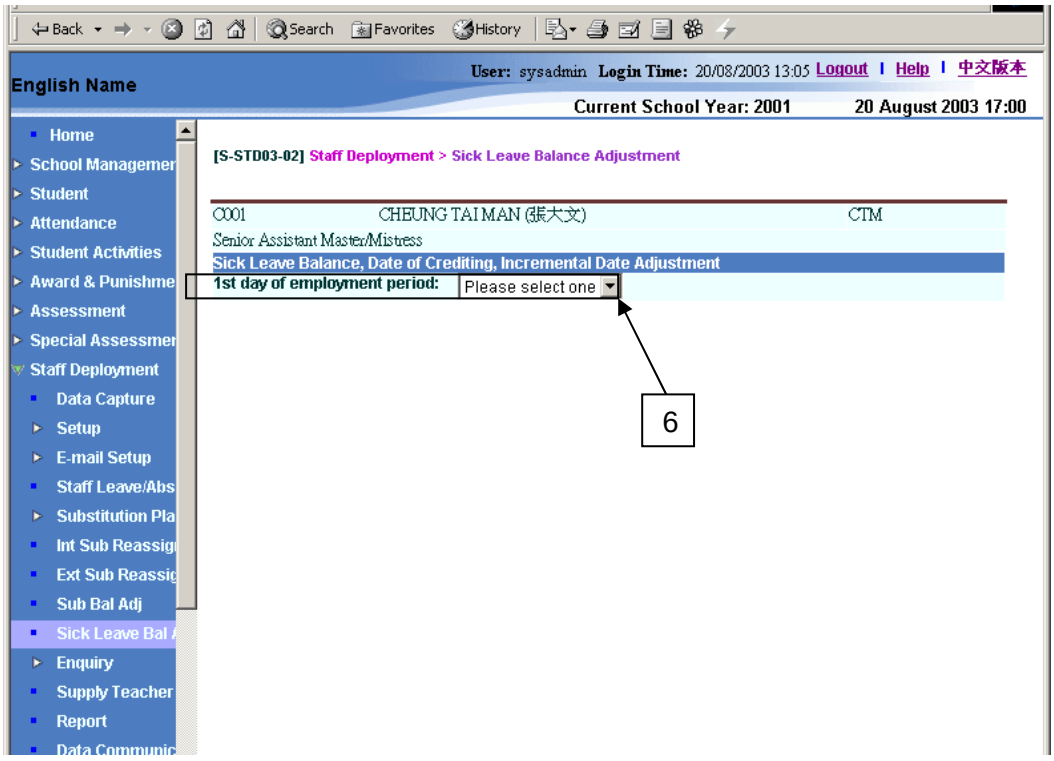
User can view/adjust sick leave balance for a staff. Sick leave balance is only applicable to teaching staffs, lab. technicians, specialist staff of special school and SOS (i.e. those staff rank that sick leave entitlement is marked “Y”) in Non-government school.

Pre-requisites

1. The records to be viewed, updated, and deleted must exist.
2. A staff must exist in order to enable user to view/adjust sick leave balance for him /her.

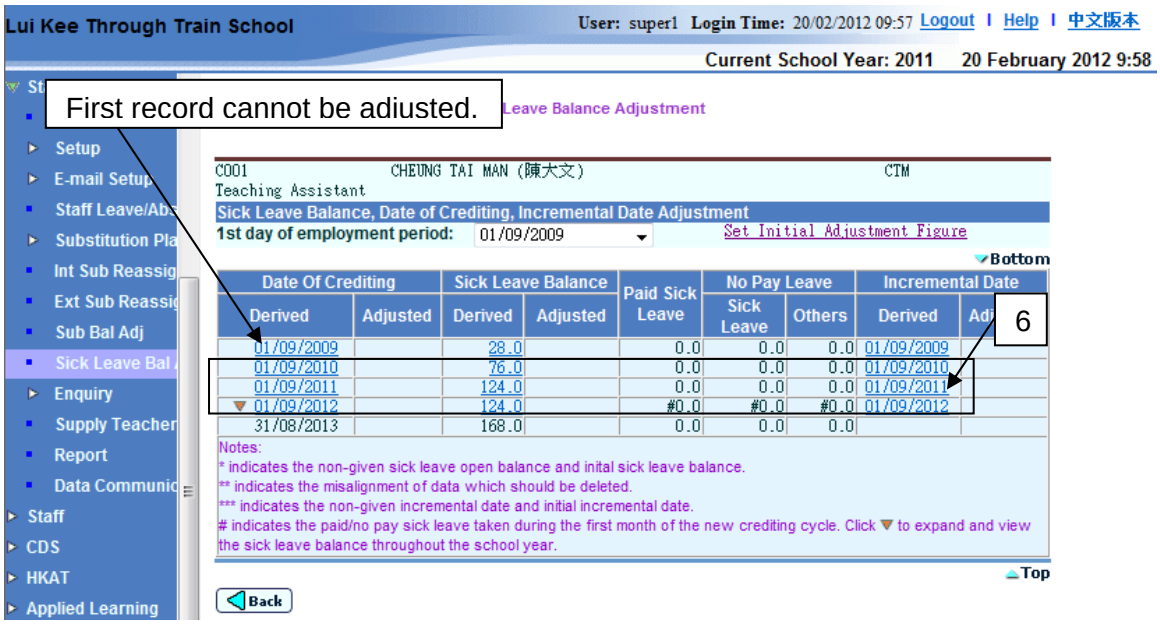
User Procedures

1. Click **[Staff Deployment]** → **[Sick Leave Bal Adj]** in left menu.

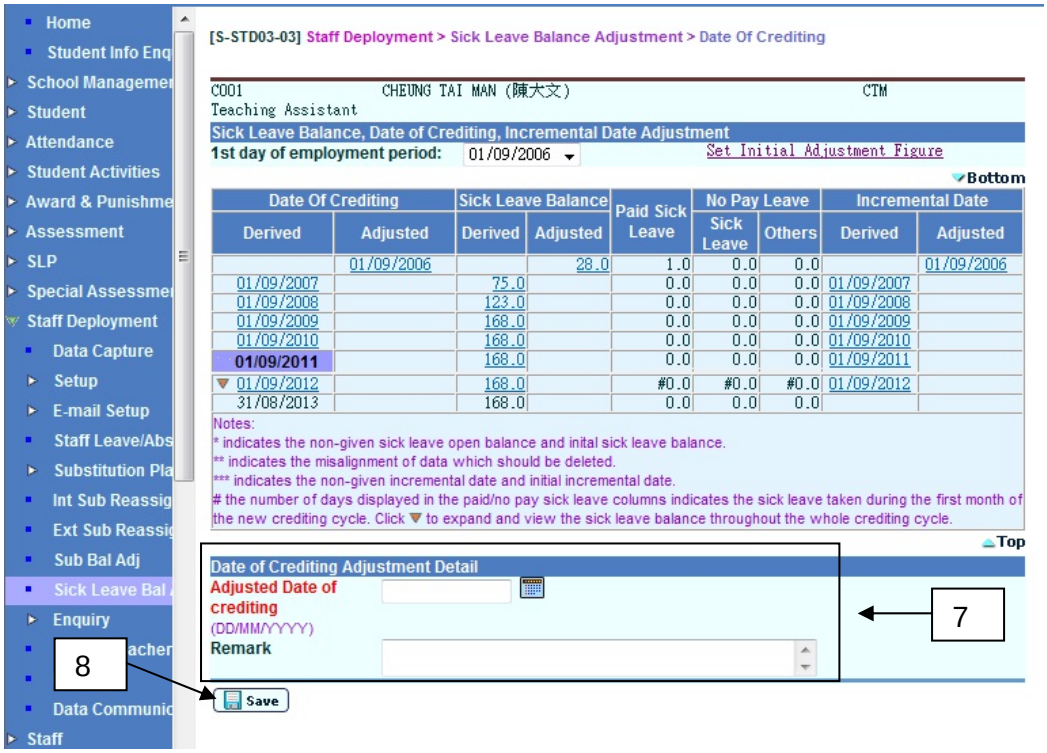


2. Enter the search criteria and click the **[Search]** button to search for staff record.
3. A list of matched staff record is shown. Click **Staff Code** hyperlink to select a staff record to view.
4. Select **1st day of employment period**.
5. List of information will be shown for adjustment.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



6. Click on the hyperlink to adjust the information.
7. Fill in the mandatory field for adjustment.



8. Click **[Save]** button.
9. The adjusted information will be shown in the **Adjusted** column.

📖 Post-effects

N/A

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

Notes

1. The first record in the list cannot not be adjusted.

Set initial Adjustment Figure

Function Description

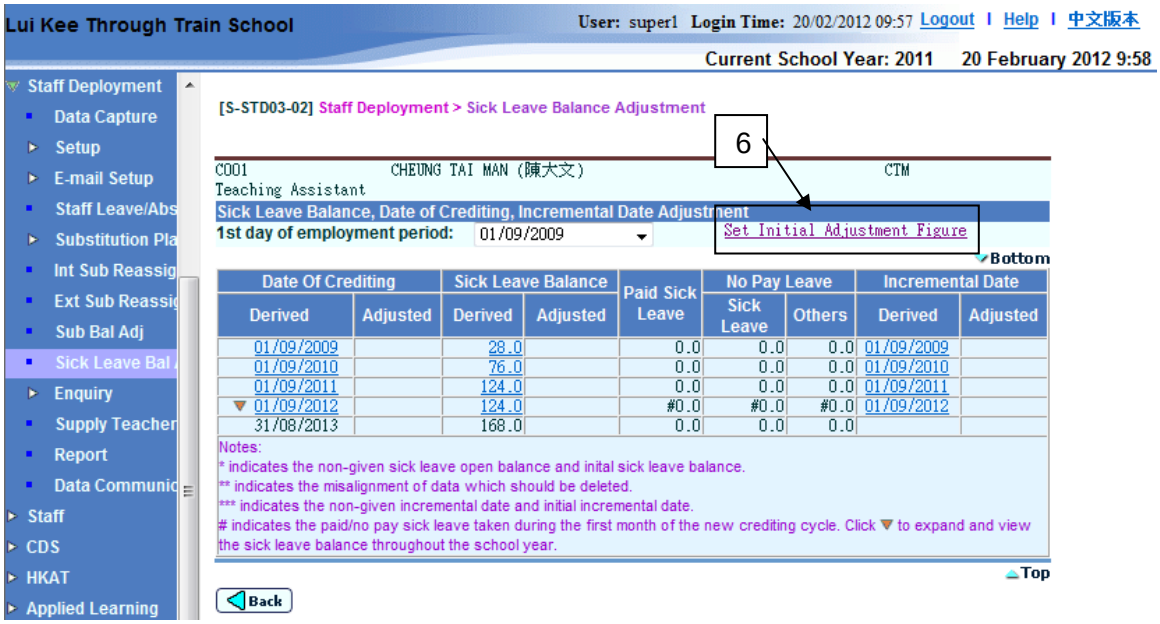
User can adjust the initial adjustment figure.

Pre-requisites

N/A

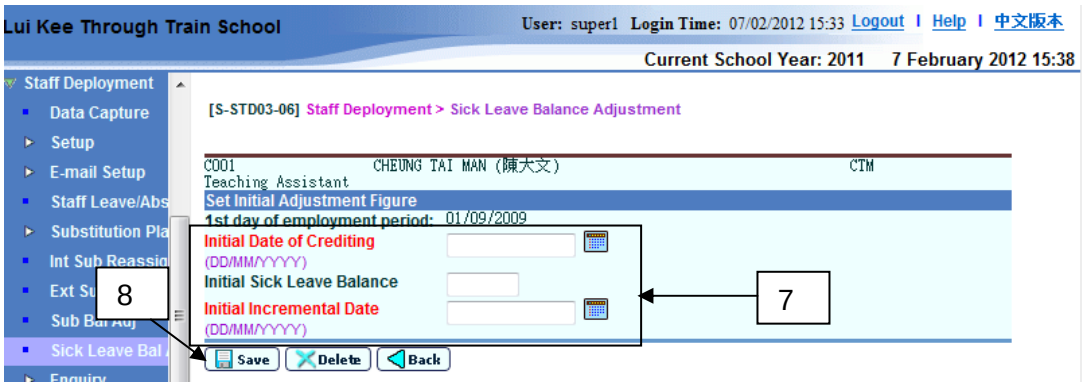
User Procedures

1. Click **[Staff Deployment]** → **[Sick Leave Bal Adj]** in left menu.
2. Enter the search criteria and click **[Search]** button to search for staff record.
3. A list of matched staff record is shown. Click **Staff Code** hyperlink to select a staff record to view.
4. Select **1st day of employment period**.
5. List of information will be shown for adjustment.


Lui Kee Through Train School
User: super1 Login Time: 20/02/2012 09:57 Logout | Help | 中文版本
Current School Year: 2011 20 February 2012 9:58
Staff Deployment
Data Capture
Setup
E-mail Setup
Staff Leave/Abs
Substitution Pla
Int Sub Reassig
Ext Sub Reassig
Sub Bal Adj
Sick Leave Bal
Enquiry
Supply Teacher
Report
Data Communic
Staff
CDS
HKAT
Applied Learning
[S-STD03-02] Staff Deployment > Sick Leave Balance Adjustment
6
C001 CHEUNG TAI MAN (陳大文) CTM
Teaching Assistant
Sick Leave Balance, Date of Crediting, Incremental Date Adjustment
1st day of employment period: 01/09/2009
Set Initial Adjustment Figure
Bottom
Date Of Crediting
Sick Leave Balance
Paid Sick Leave
No Pay Leave
Incremental Date
Derived
Adjusted
Derived
Adjusted
Sick Leave
Others
Derived
Adjusted
01/09/2009 28.0 0.0 0.0 0.0 01/09/2009
01/09/2010 76.0 0.0 0.0 0.0 01/09/2010
01/09/2011 124.0 0.0 0.0 0.0 01/09/2011
01/09/2012 124.0 #0.0 #0.0 #0.0 01/09/2012
31/08/2013 168.0 0.0 0.0 0.0
Notes:
* indicates the non-given sick leave open balance and inital sick leave balance.
** indicates the misalignment of data which should be deleted.
*** indicates the non-given incremental date and initial incremental date.
# indicates the paid/no pay sick leave taken during the first month of the new crediting cycle. Click ▼ to expand and view the sick leave balance throughout the school year.
Top
Back

6. Click **[Set Initial Adjustment Figure]** hyperlink.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



7. Fill in **Initial Date of Crediting**, **Initial Sick Leave Balance** and **Initial Incremental Date**.
8. Click **[Save]** button.

🕮 Post-effects

N/A

🕮 Notes

N/A

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.9 Enquiry

2.9.1 Leave / Absence Record

📖 Function Description

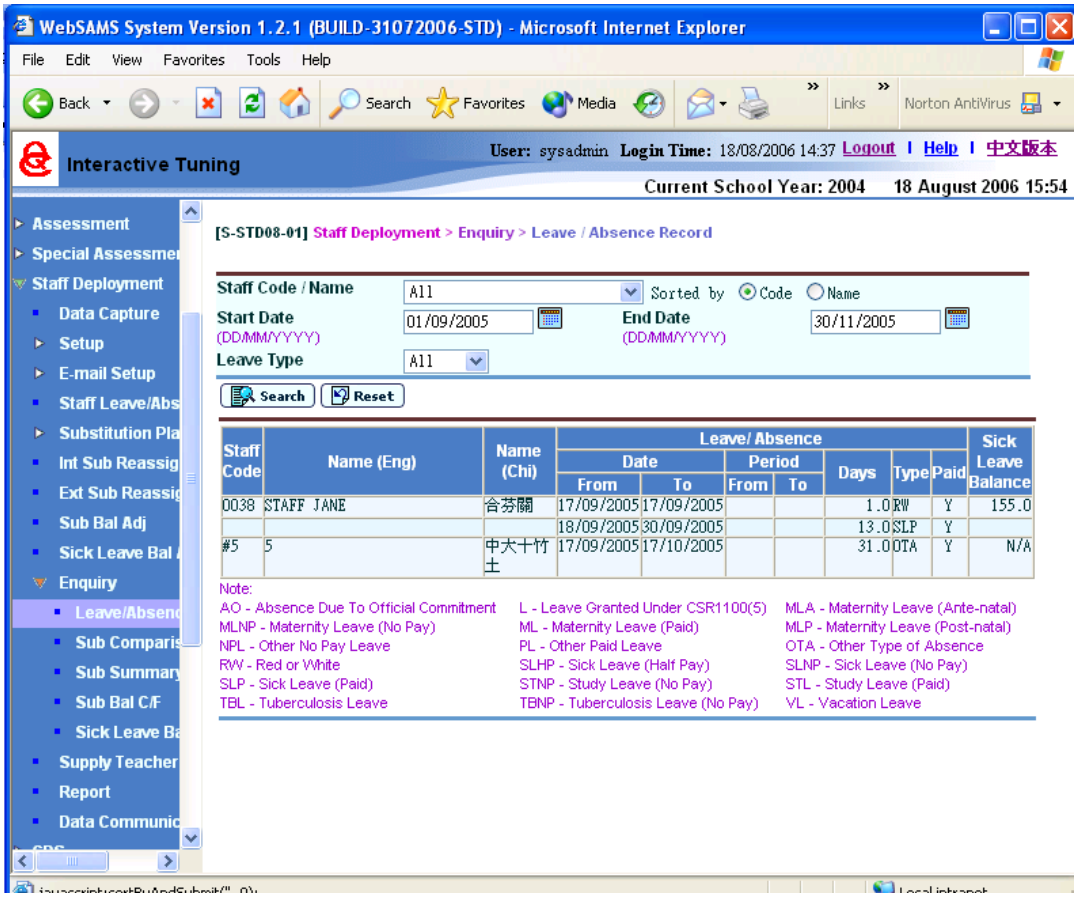
User can enquire staff leave/absence records for a particular staff or all staffs.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Staff Deployment]** → **[Enquiry]** → **[Leave / Absence Record]** in left menu.
2. Enter the search criteria and click the **[Search]** button to search for staff record.
3. A list of matched staff record is shown.


WebSAMS System Version 1.2.1 (BUILD-31072006-STD) - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media Links Norton AntiVirus
Interactive Tuning
User: sysadmin Login Time: 18/08/2006 14:37 Logout | Help | 中文版本
Current School Year: 2004 18 August 2006 15:54
Assessment
Special Assessmer
Staff Deployment
Data Capture
Setup
E-mail Setup
Staff Leave/Abs
Substitution Pla
Int Sub Reassig
Ext Sub Reassig
Sub Bal Adj
Sick Leave Bal
Enquiry
Leave/Absenc
Sub Comparis
Sub Summary
Sub Bal C/F
Sick Leave Ba
Supply Teacher
Report
Data Communic
[S-STD08-01] Staff Deployment > Enquiry > Leave / Absence Record
Staff Code / Name All Sorted by Code Name
Start Date (DD/MM/YYYY) 01/09/2005
End Date (DD/MM/YYYY) 30/11/2005
Leave Type All
Search Reset
Staff Code
Name (Eng)
Name (Chi)
Leave/ Absence
Date From To
Period From To
Days Type Paid
Sick Leave Balance
0038 STAFF JANE 合芬關 17/09/2005 17/09/2005 1.0 RW Y 155.0
18/09/2005 30/09/2005 13.0 SLP Y
#5 5 中大十竹土 17/09/2005 17/10/2005 31.0 OTA Y N/A
Note:
AO - Absence Due To Official Commitment
L - Leave Granted Under CSR1100(5)
MLA - Maternity Leave (Ante-natal)
MLNP - Maternity Leave (No Pay)
ML - Maternity Leave (Paid)
MLP - Maternity Leave (Post-natal)
NPL - Other No Pay Leave
PL - Other Paid Leave
OTA - Other Type of Absence
RW - Red or White
SLHP - Sick Leave (Half Pay)
SLNP - Sick Leave (No Pay)
SLP - Sick Leave (Paid)
STNP - Study Leave (No Pay)
STL - Study Leave (Paid)
TBL - Tuberculosis Leave
TBNP - Tuberculosis Leave (No Pay)
VL - Vacation Leave

📖 Post-effects

N/A

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

📖 Notes

N/A

2.9.2 Substitution Comparison

Substituted for others

📖 Function Description

User can enquire the substituted for others details of the select teaching staff in the current school year.

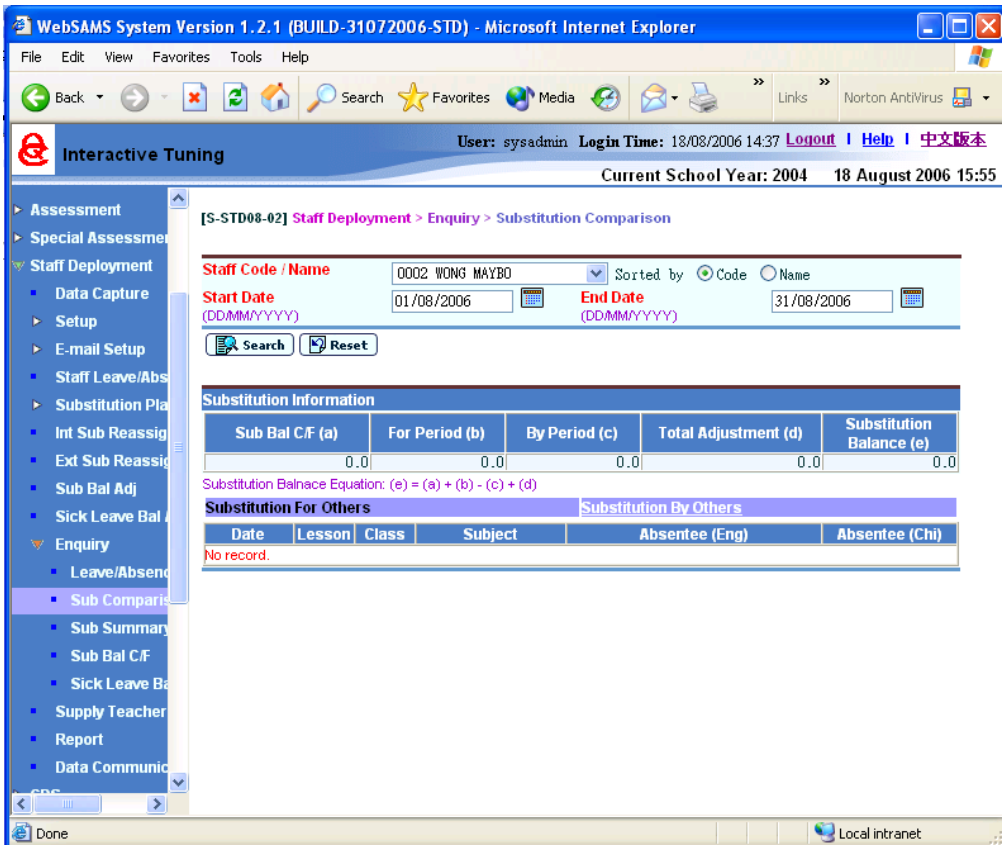
📖 Pre-requisites

1. Teaching staff record is created in Staff Module.
2. To view substitute for others detail, the selected staff must be assigned to substitute another teaching staff in Staff Deployment Leave Maintenance Module. And internal substitution re-assignment detail must be created in Maintain Internal Substitution Re-assignment sub-flow.

🖱 User Procedures

1. Click **[Staff Deployment]** → **[Enquiry]** → **[Sub Comparison]** in left menu.
2. Enter the search criteria and click the **[Search]** button to search for staff record.
3. A list of matched staff record is shown.
4. Click **Sub For Others** hyperlink.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



📖 Post-effects

N/A

📖 Notes

N/A

<u>Substituted by others</u>

📖 Function Description

User can enquire the substituted by others details of the select teaching staff in the current school year.

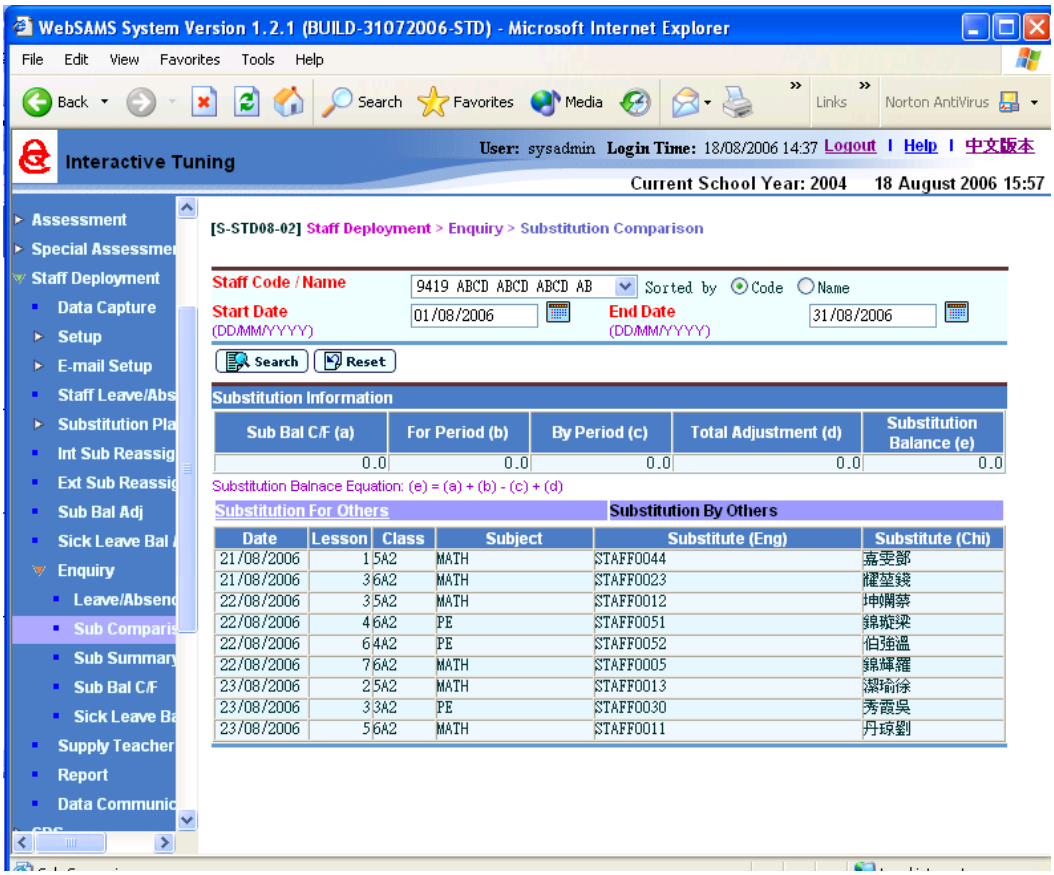
📖 Pre-requisites

1. Teaching staff record is created in Staff Module.
2. To view substitute by others detail, the selected staff absence entry must be created in Staff Deployment Leave Maintenance Module. And internal substitution re-assignment detail must be created in Maintain Internal Substitution Re-assignment sub-flow.

🖱 User Procedures

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

1. Click **[Staff Deployment]** → **[Enquiry]** → **[Sub Comparison]** in left menu.
2. Enter the search criteria and click the **[Search]** button to search for staff record.
3. A list of matched staff record is shown.
4. Click **Sub By Others** hyperlink.


WebSAMS System Version 1.2.1 (BUILD-31072006-STD) - Microsoft Internet Explorer
Interactive Tuning
User: sysadmin Login Time: 18/08/2006 14:37 Logout | Help | 中文版本
Current School Year: 2004 18 August 2006 15:57
[S-STD08-02] Staff Deployment > Enquiry > Substitution Comparison
Staff Code / Name
9419 ABCD ABCD ABCD AB
Sorted by Code Name
Start Date (DD/MM/YYYY)
01/08/2006
End Date (DD/MM/YYYY)
31/08/2006
Search
Reset
Substitution Information
Sub Bal C/F (a)
For Period (b)
By Period (c)
Total Adjustment (d)
Substitution Balance (e)
0.0 0.0 0.0 0.0 0.0
Substitution Balnace Equation: (e) = (a) + (b) - (c) + (d)
Substitution For Others
Substitution By Others
Date Lesson Class Subject Substitute (Eng) Substitute (Chi)
21/08/2006 1 5A2 MATH STAFF0044 嘉雯鄧
21/08/2006 3 6A2 MATH STAFF0023 耀堃錢
22/08/2006 3 5A2 MATH STAFF0012 坤暢蔡
22/08/2006 4 6A2 PE STAFF0051 錦璇梁
22/08/2006 6 4A2 PE STAFF0052 伯強溫
22/08/2006 7 6A2 MATH STAFF0005 錦輝羅
23/08/2006 2 5A2 MATH STAFF0013 潔瑜徐
23/08/2006 3 3A2 PE STAFF0030 秀霞吳
23/08/2006 5 6A2 MATH STAFF0011 丹琼劉

📖 Post-effects

N/A

📖 Notes

N/A

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.9.3 Substitution Summary

Function Description

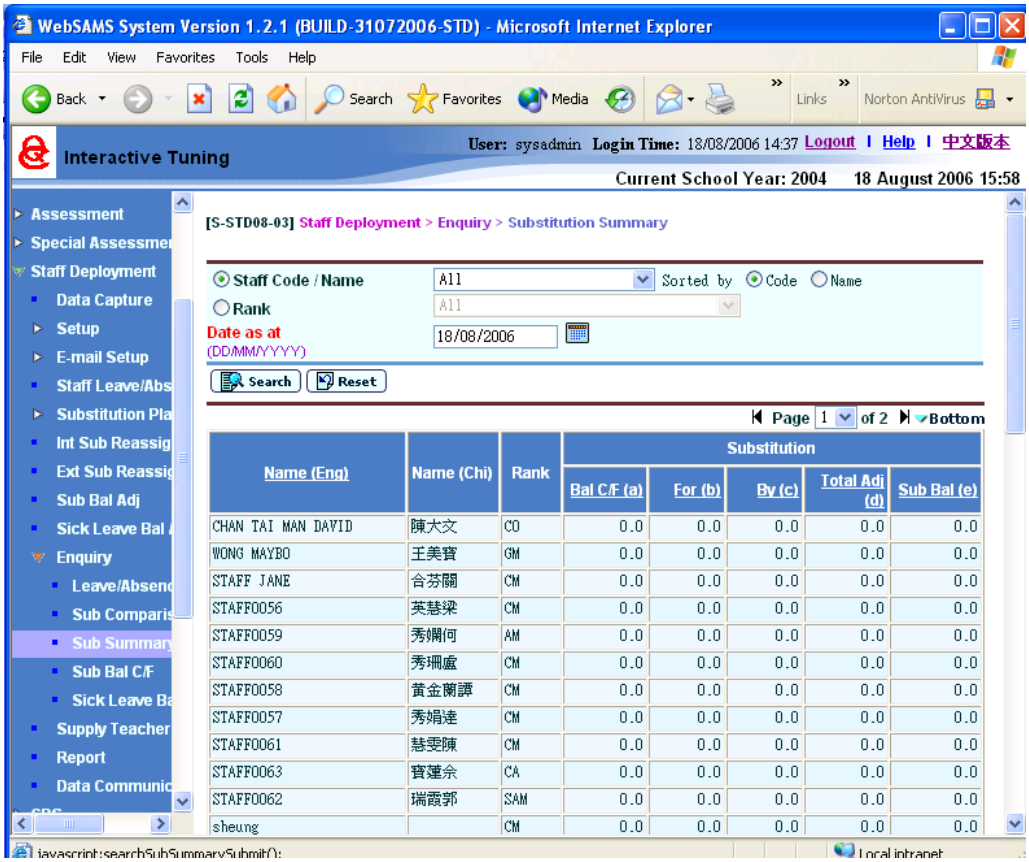
User can enquire the substitution summary of the teaching staff in the current school year.

Pre-requisites

1. Teaching staff record is created in Staff Module.
2. For no. of days substituted for others, the selected staff must be assigned to substitute another teaching staff in Staff Deployment Leave Maintenance Module. And internal substitution re-assignment detail must be created in Maintain Internal Substitution Re-assignment sub-flow.
3. For no. of days substituted for others, the selected staff absence entry must be created in Staff Deployment Leave Maintenance Module. And internal substitution re-assignment detail must be created in Maintain Internal Substitution Re-assignment sub-flow.

User Procedures

1. Click **[Staff Deployment]** → **[Enquiry]** → **[Sub Summary]** in left menu.
2. Enter the search criteria and click the **[Search]** button to search for staff record.
3. A list of matched staff record is shown.



Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

- Post-effects

  N/A

- Notes

  N/A

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.9.4 Substitution Balance to be Carried Forward

Function Description

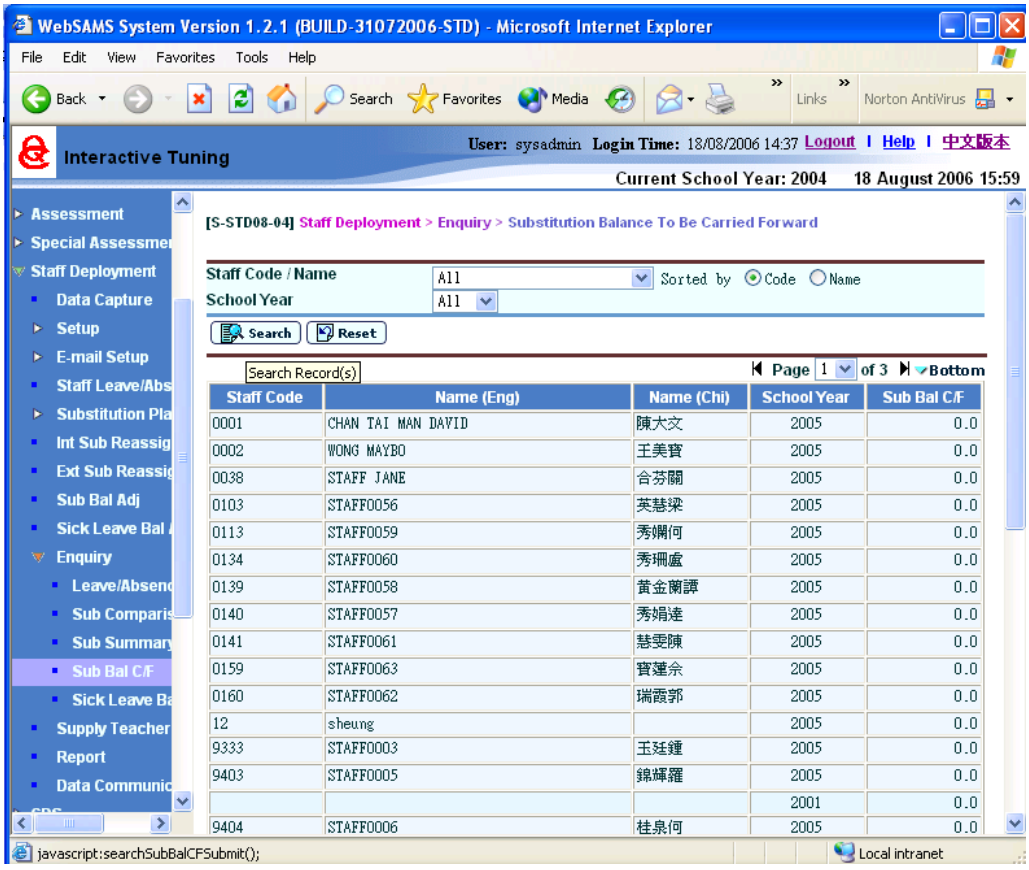
User can enquire the substitution balance carried forward at beginning of school year of all teaching staff.

Pre-requisites

1. Teaching staff record is created in Staff Module.

User Procedures

1. Click **[Staff Deployment]** → **[Enquiry]** → **[Sub Bal C/F]** in left menu.
2. Enter the search criteria and click the **[Search]** button to search for staff record.
3. A list of matched staff record is shown.


WebSAMS System Version 1.2.1 (BUILD-31072006-STD) - Microsoft Internet Explorer
Interactive Tuning
User: sysadmin Login Time: 18/08/2006 14:37 Logout | Help | 中文版本
Current School Year: 2004 18 August 2006 15:59
[S-STD08-04] Staff Deployment > Enquiry > Substitution Balance To Be Carried Forward
Staff Code / Name
School Year
Sorted by Code Name
Search
Reset
Search Record(s)
Page 1 of 3 Bottom
Staff Code | Name (Eng) | Name (Chi) | School Year | Sub Bal C/F
0001 CHAN TAI MAN DAVID 陳大文 2005 0.0
0002 WONG MAYBO 王美寶 2005 0.0
0038 STAFF JANE 合芬關 2005 0.0
0103 STAFF0056 英慧梁 2005 0.0
0113 STAFF0059 秀嫻何 2005 0.0
0134 STAFF0060 秀珊盧 2005 0.0
0139 STAFF0058 黃金蘭譚 2005 0.0
0140 STAFF0057 秀娟達 2005 0.0
0141 STAFF0061 慧雯陳 2005 0.0
0159 STAFF0063 寶蓬佘 2005 0.0
0160 STAFF0062 瑞霞郭 2005 0.0
12 sheung 2005 0.0
9333 STAFF0003 玉廷鍾 2005 0.0
9403 STAFF0005 錦輝羅 2005 0.0
2001 0.0
9404 STAFF0006 桂泉何 2005 0.0
javascript:searchSubBalCFSubmit();
Local intranet

Post-effects

N/A

Notes

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

1. For staff name, English name and Chinese name will be used to search for records and will be displayed in English and Chinese versions of webSAMS respectively.
2. Compilation of substitution balance carried forward at beginning school year will be done after substitution balance to be carried forward to next year is set.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.9.5 Sick Leave Balance

Function Description

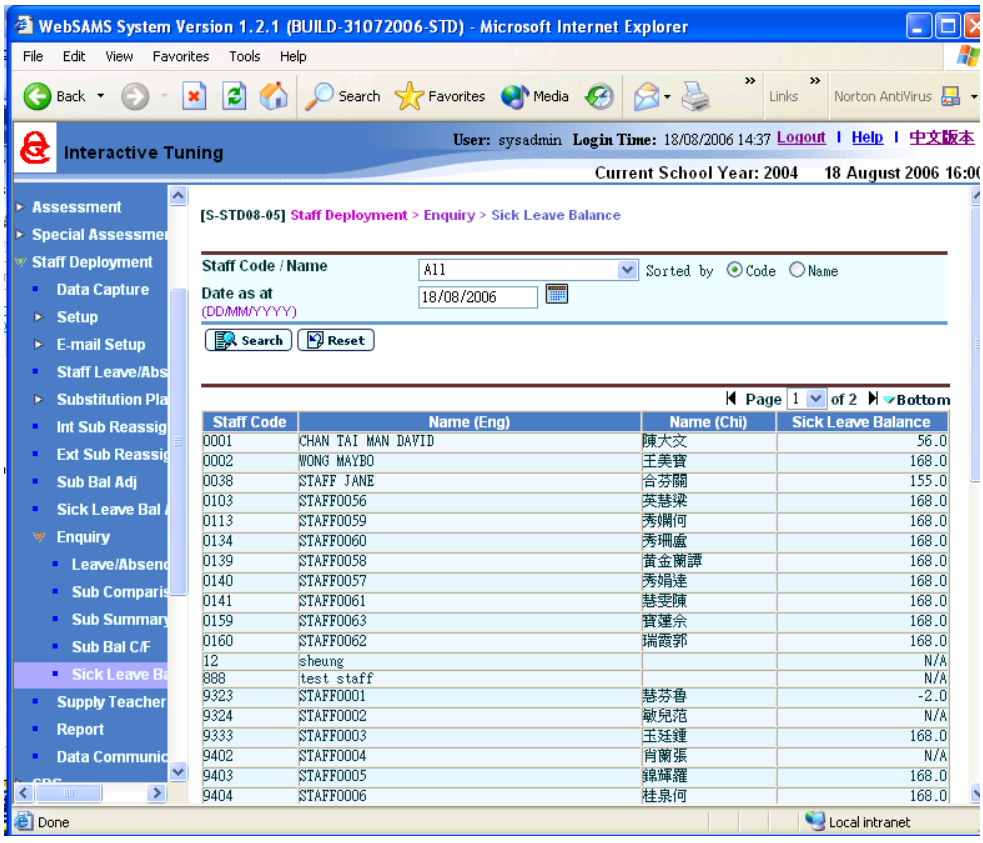
User can enquire staff sick leave balance for a particular staff or all staff.

Pre-requisites

N/A

User Procedures

1. Click **[Staff Deployment]** → **[Enquiry]** → **[Sick Leave Bal]** in left menu.
2. Enter the search criteria and click the **[Search]** button to search for staff record.
3. A list of matched staff record is shown.



Post-effects

N/A

Notes

N/A

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.10 Supply Teacher

Add Supply Teacher

Function Description

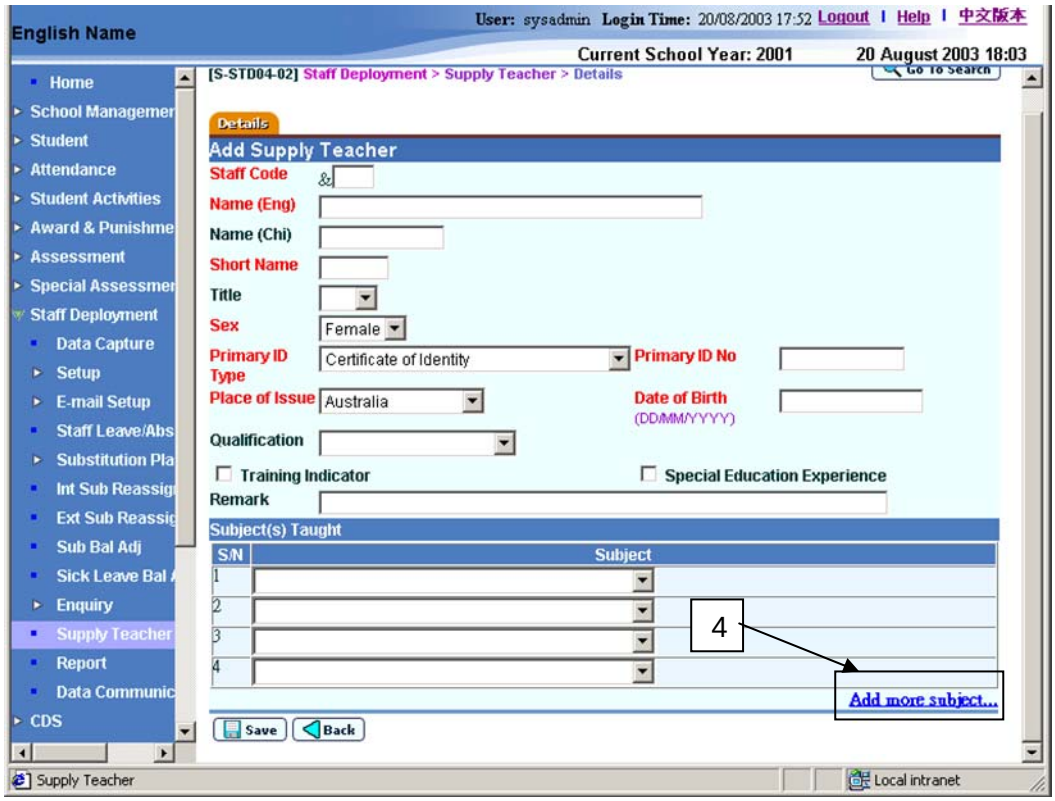
User can create a new supply teacher detail record.

Pre-requisites

N/A

User Procedures

1. Click **[Staff Deployment]** → **[Supply Teacher]** in left menu.
2. Click **[Add]** button.



3. Fill in the information of the newly created supply teacher.
4. Click **Add more subject** hyperlink to add more rows for input **Subject(s) Taught** by the teacher.
5. Click **[Save]** button.

Post-effects

1. The supply teacher with teaching indicator can be selected for generating substitution plan for period(s) fall within the start/ end dates of the employment record(s). End date for the last employment record may be kept open.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

📖 Notes

1. If duplicated information is found when adding supply teacher detail, the system will prompt out error/ warning message. The administrative staff can then choose to edit the information or cancel the operation, at which point the use case ends. The following fields should be unique and an error message will be prompted out if the values are not unique:
   - Supply teacher staff code
   - Primary identity document type + primary identity document no. + place of issue
2. If duplicated 'subject taught' for the supply teacher is found, an error message will also be prompted out.

Update Supply Teacher Details

📖 Function Description

User can update an existing supply teacher detail record.

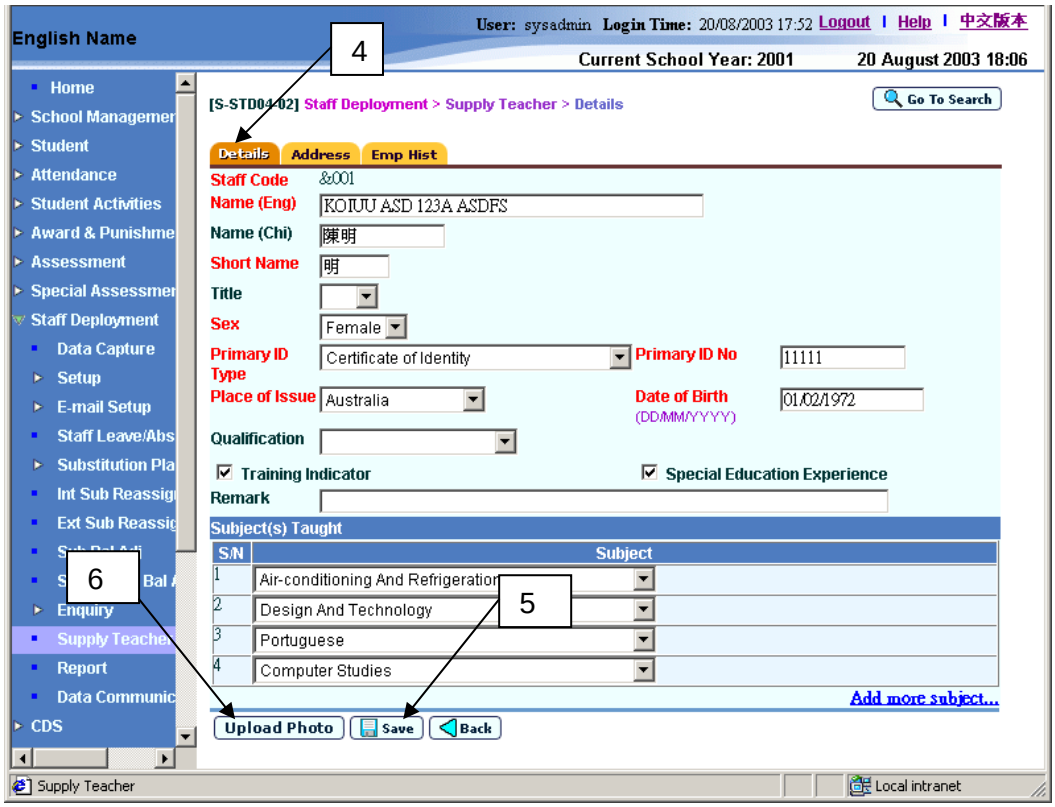
📖 Pre-requisites

1. Supply teacher detail is created.

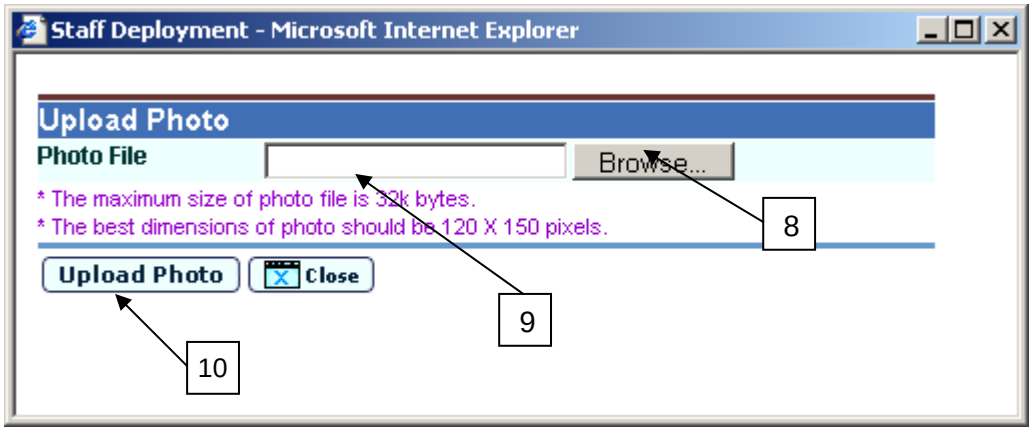
🖱 User Procedures

1. Click **[Staff Deployment]** → **[Supply Teacher]** in left menu.
2. Enter the search criteria and click the **[Search]** button to search for staff record.
3. A list of matched staff record is shown. Click **Staff Code** hyperlink to select a staff record to view.
4. Click **Details** tab.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



5. Update the details. Click **[Save]** button.
6. User can click **[Upload Photo]** button to upload one photograph of the staff.
7. A new window will pop up for uploading photo.



8. Click **[Browse]** button in this window to find the file in local hard disk.
9. (User can fill in the local hard disk path in the text box to locate the file).
10. After the file has been selected, the text box will be filled, and click **[Upload]** button to upload the photo to WebSAMS server.

📖 Post-effects

N/A

📖 Notes

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

N/A

Update Supply Teacher Address Details

📖 Function Description

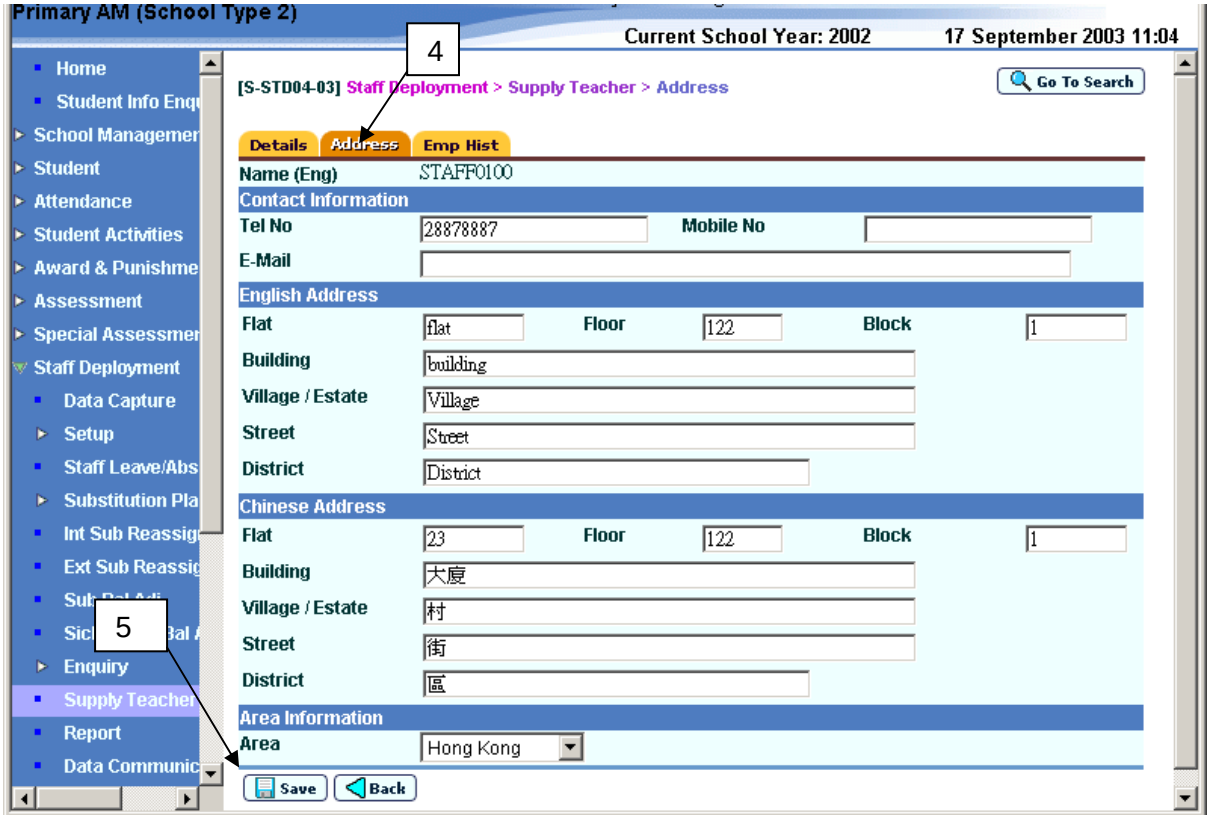
User can update the address details of an existing supply teacher.

📖 Pre-requisites

1. Supply teacher detail is created.

🖱 User Procedures

1. Click **[Staff Deployment]** → **[Supply Teacher]** in left menu.
2. Enter the search criteria and click the **[Search]** button to search for staff record.
3. A list of matched staff record is shown. Click **Staff Code** hyperlink to select a staff record to view.
4. Click **Address** tab.



5. Update the address. Click **[Save]** button.

📖 Post-effects

N/A

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

Notes

N/A
Add Employment History

Function Description

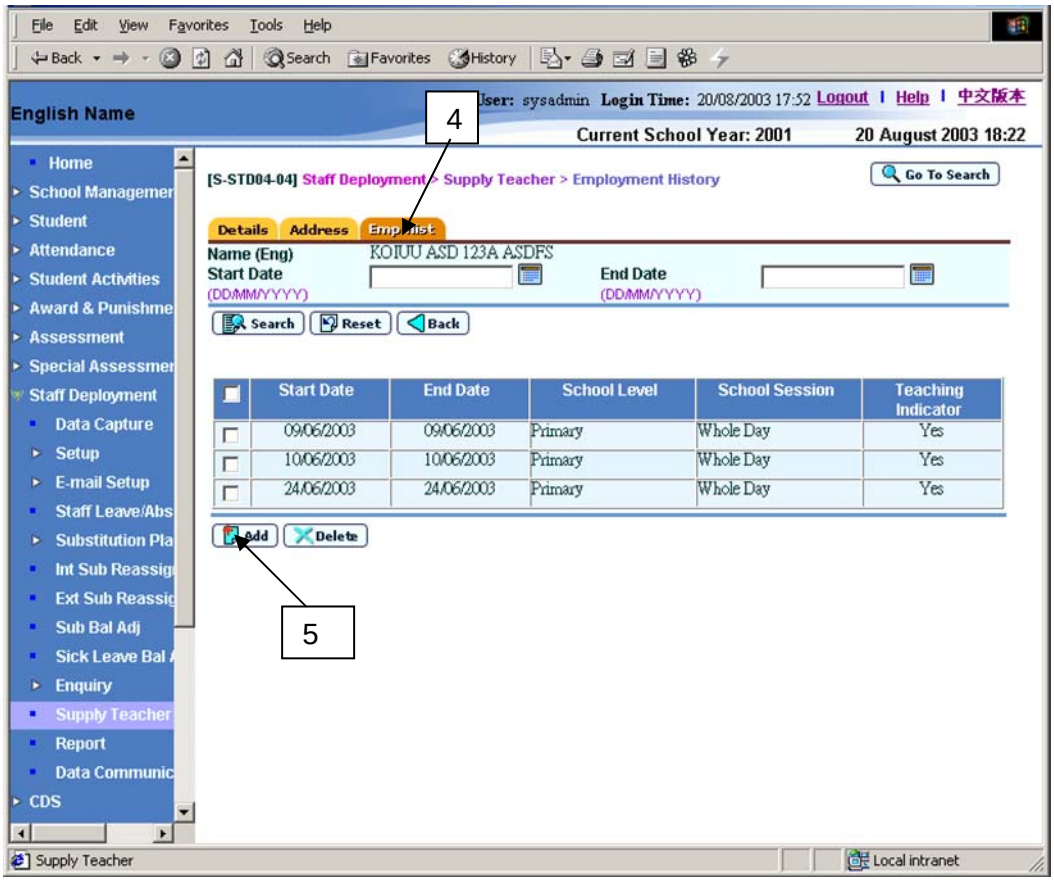
User can add employment History of an existing supply teacher.

Pre-requisites

1. Supply teacher detail is created.

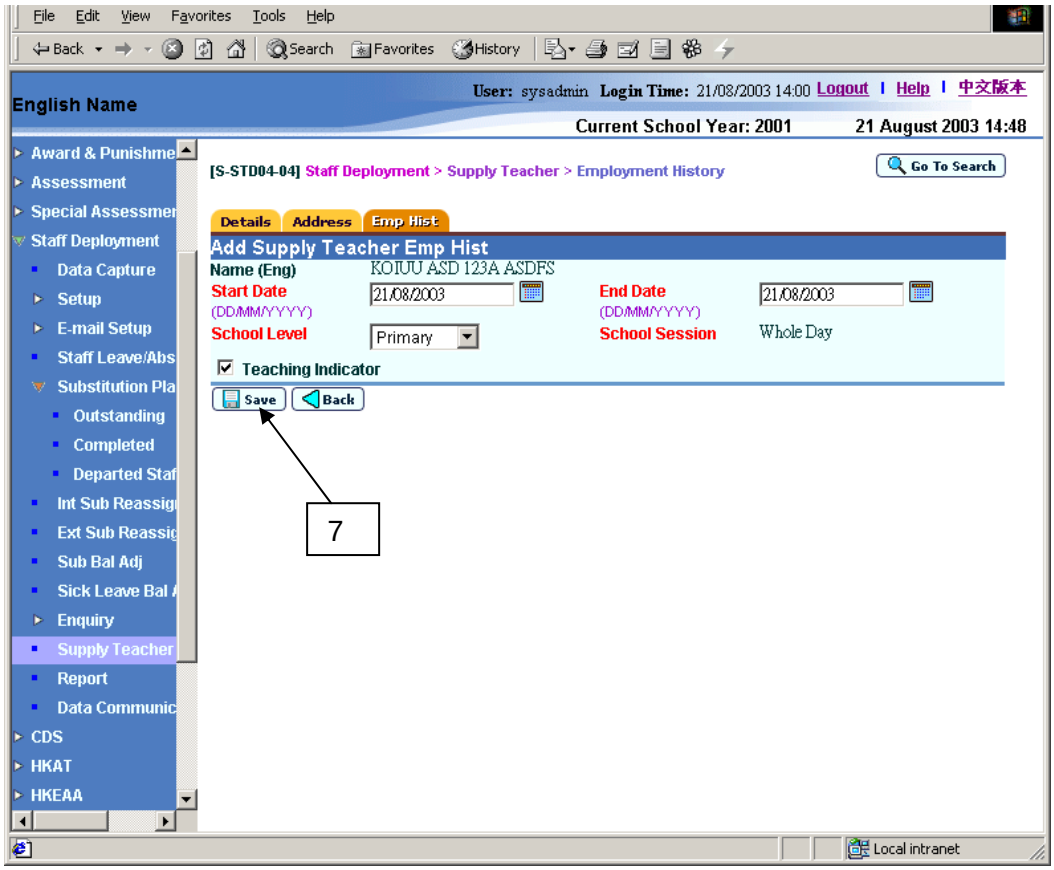
User Procedures

1. Click **[Staff Deployment]** → **[Supply Teacher]** in left menu.
2. Enter the search criteria and click the **[Search]** button to search for staff record.
3. A list of matched staff record is shown. Click **Staff Code** hyperlink to select a staff record to view.
4. Click **Emp Hist** tab.



5. Click **[Add]** button.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



6. Fill in the information.
7. Click **[Save]** button.

📖 Post-effects

N/A

📖 Notes

N/A

Delete Employment History

📖 Function Description

User can delete employment History of an existing supply teacher.

📖 Pre-requisites

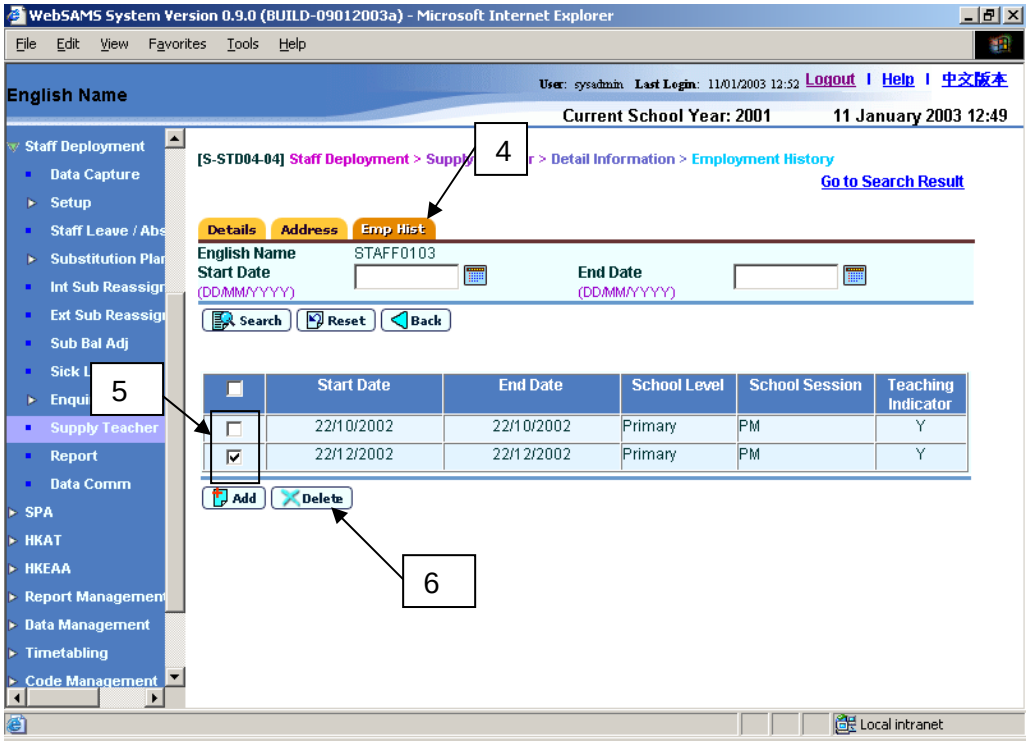
1. Supply teacher detail is created.

🖱 User Procedures

1. Click **[Staff Deployment]** → **[Supply Teacher]** in left menu.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2. Enter the search criteria and click the **[Search]** button to search for staff record.
3. A list of matched staff record is shown. Click **Staff Code** hyperlink to select a staff record to view.
4. Click **Emp Hist** tab.



5. Select the record(s) to be deleted.
6. Click **[Delete]** button and confirm the operation.

Post-effects

N/A

Notes

N/A

Delete Supply Teacher

Function Description

User can delete an existing supply teacher.

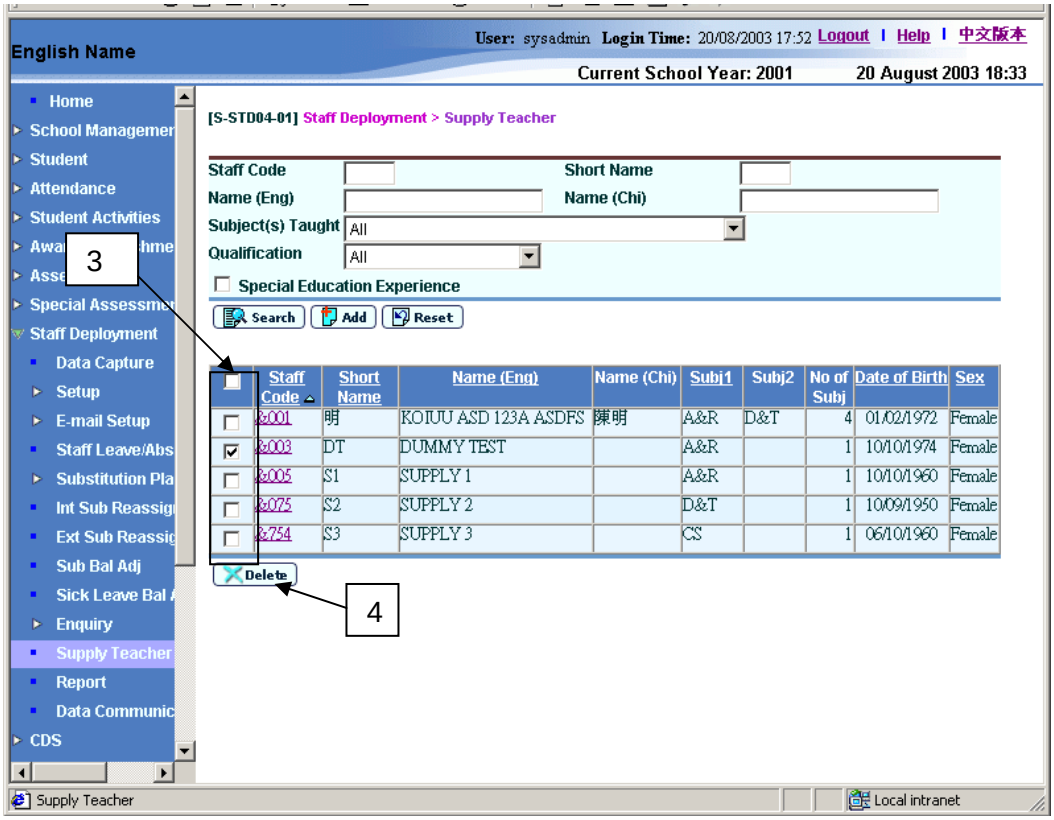
Pre-requisites

1. Supply teacher detail is created.

User Procedures

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

1. Click **[Staff Deployment]** → **[Supply Teacher]** in left menu.
2. Enter the search criteria and click the **[Search]** button to search for staff record.
3. A list of matched staff record is shown. Select the supply teacher(s) to be deleted.



4. Click **[Delete]** button and confirm the operation.

📖 Post-effects

N/A

📖 Notes

N/A

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.11 Report

2.11.1 Generate Report

📖 Function Description

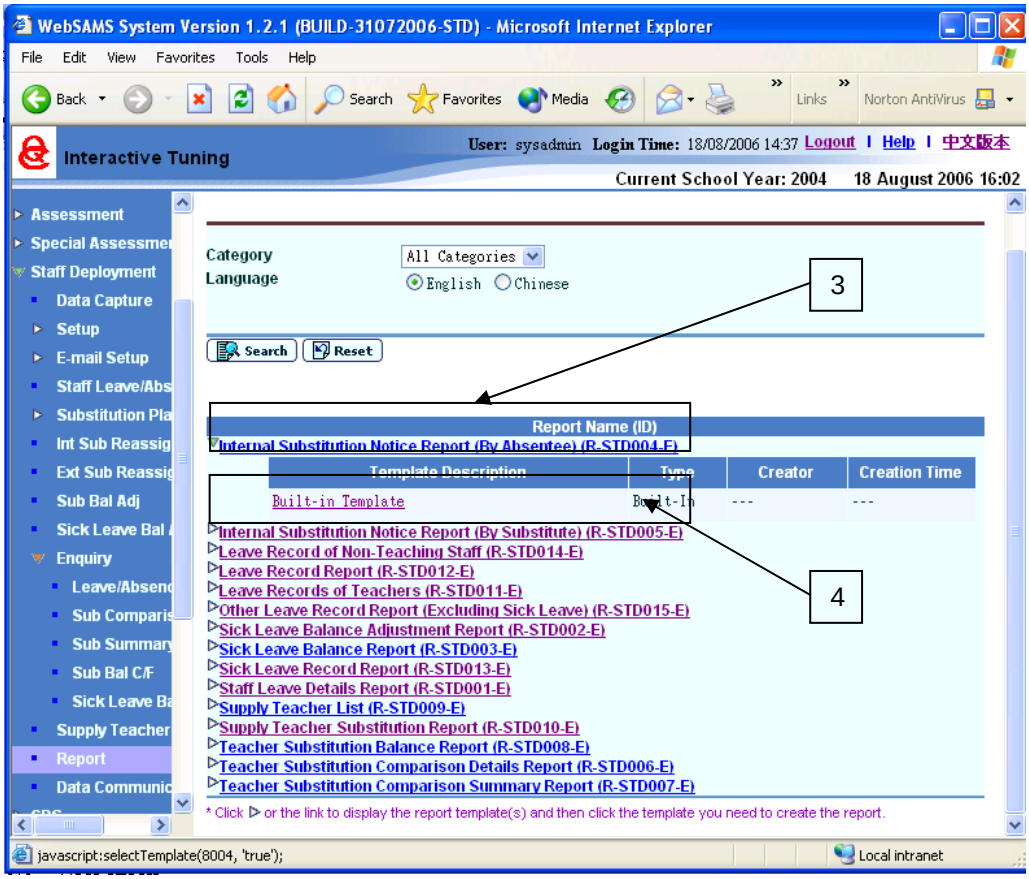
User can generate report.

📖 Pre-requisites

1. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on the machine to view the reports.

User Procedures

1. Click **[Staff Deployment]** → **[Report]** in left menu.
2. User can select another category and change the language. All report under the selected category will be displayed.
3. Click **Report Name** (ID) link and list of built-in and user-defined report template is displayed.



4. Click on the Report Template link to generate the report.

📖 Post-effects

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

1. The selected report will be displayed in a pop-up window which allows user to preview or print it out.

📖 Notes

N/A

2.11.2 Staff Leave Details Report (R-STD001-E)

📖 Function Description

"Staff Leave Details Report" allows you to print and preview reports in English or Chinese version, based on the selected print report criteria.

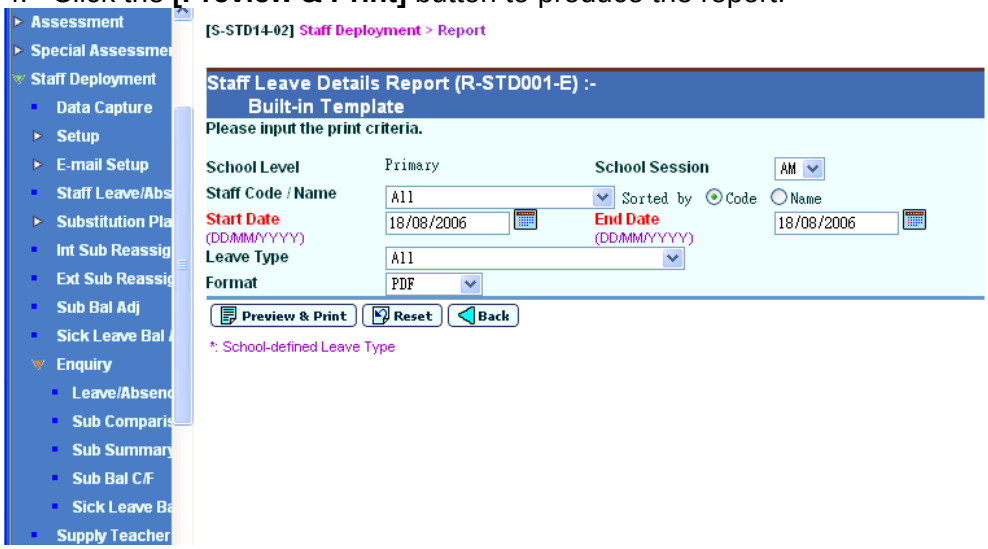
This report prints a list of leave taken by selected staff, in the order of Staff Code and Leave Start Date.

📖 Pre-requisites

- Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on your machine to view the reports.
- To fit report content to one page in Excel format:
  - In browser, select File -> Page Setup.
  - In Page Setup pop-up window, in "Scaling" section, select "Fit to: 1 page(s) wide by tall".

User Procedures

1. Click on the template link to go to the report parameter screen
2. Specify the criteria.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.



Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

📖 Post-effects

The selected report is generated for you to preview in a pop-up screen.

📖 Notes

The below criteria can be selected from this screen to generate the reports:
- School Level
- School Session
- Staff Code
- Start Date
- End Date
- Leave Type
- Format

2.11.3 Sick Leave Balance Adjustment Report (R-STD002-E)

📖 Function Description

"Sick Leave Balance Adjustment Report" allows you to print and preview reports in English or Chinese version, based on the selected print report criteria.

- Sick Leave Balance Adjustment records, both derived by the system and created by the users, between specified Start and End Date will be printed in the order of Staff Code and Effective Date.
- Remarks will be displayed if Adjusted Sick Leave Balance exceeds maximum of 168 days.
- Sick Leave Balance is obtained based on the regulations of sick leave entitlement as follow:
    - For staff members who serve continually (i.e. without break of service over 45 days) for one or more than one year, they will be granted upon their appointment to the new school 48 days of paid sick leave on top of their balance carried forward from the previous school.
    - The staff members will be awarded a further 48 days of paid sick leave upon completion of each succeeding year of service.
    - Staff members can be granted maximum 168 days of sick leave entitlement.
    - If the staff members take no pay leave for N days, the date of crediting of the paid sick leave in the succeeding year will be postponed by N days accordingly.
    - If the staff members take 16-45 days no pay leave continuously, the incremental date will be deferred one month. If the staff takes 46-75 days no pay leave continuously, the incremental date will be deferred two months, and so on.

📖 Pre-requisites

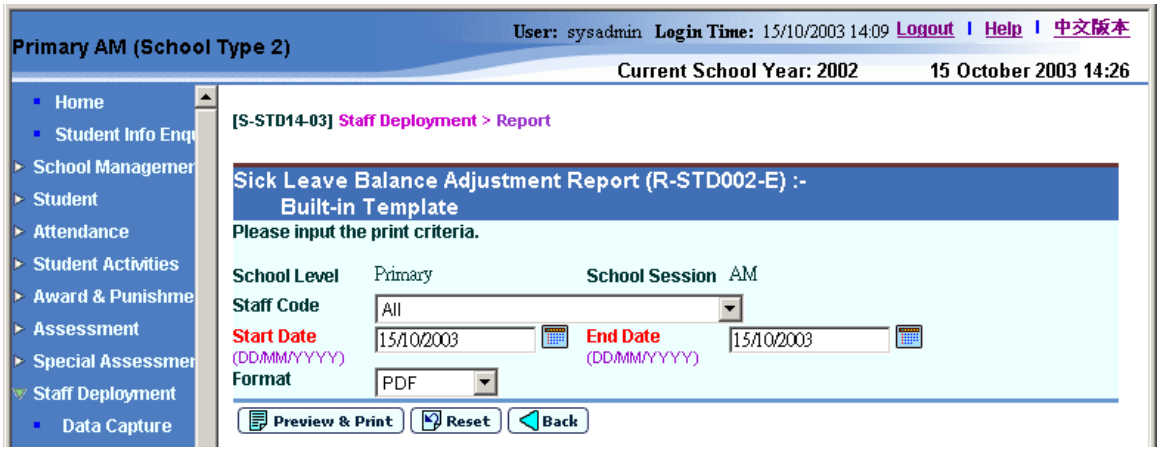
- Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on your machine to view the reports.
- To fit report content to one page in Excel format:

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

- In browser, select File -> Page Setup.
- In Page Setup pop-up window, in "Scaling" section, select "Fit to: 1 page(s) wide by tall".

User Procedures

1. Click on the template link to go to the report parameter screen
2. Specify the criteria.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.



Post-effects

The selected report is generated for you to preview in a pop-up screen.

Notes

The below criteria can be selected from this screen to generate the reports:
- School Level
- School Session
- Staff Code
- Start Date
- End Date
- Format

2.11.4 Sick Leave Balance Report (R-STD003-E)

Function Description

"Sick Leave Balance Report" allows you to print and preview reports in English or Chinese version, based on the selected print report criteria.

- Sick Leave Balance is calculated using this algorithm:
- Obtain the prorated sick leave entitlement by minus extra advanced sick leave which is obtained by:
- (date of crediting - date as at) / 365 X 28 for Staff whose teaching experience is less than a year in non-government schools upon departure.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

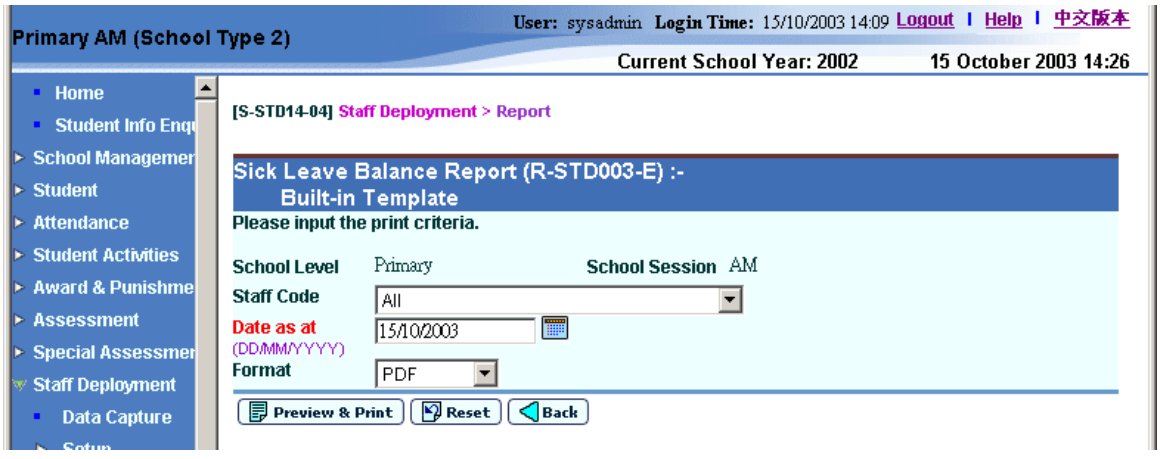
- (date of crediting - date as at) / 365 X 48 for Staff whose teaching experience is more than a year in non-government schools.
- If departure record exists, Sick Leave Balance will always display Sick Leave Balance upon departure.
- Regulations of sick leave entitlement are as follow:
- For staff members who serve continually (i.e. without break of service over 45 days) for one or more than one year, they will be granted upon their appointment to the new school 48 days of paid sick leave on top of their balance carried forward from the previous school.
- The staff members will be awarded a further 48 days of paid sick leave upon completion of each succeeding year of service.
- The staff members can be granted maximum 168 days of sick leave entitlement.
- If the staff members take no pay leave for N days, the date of crediting of the paid sick leave in the succeeding year will be postponed by N days accordingly.
- If the staff members take 16-45 days no pay leave continuously, the incremental date will be deferred one month. If the staff takes 46-75 days no pay leave continuously, the incremental date will be deferred two months, and so on.

Pre-requisites

- Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on your machine to view the reports.
- To fit report content to one page in Excel format:
    - In browser, select File -> Page Setup.
    - In Page Setup pop-up window, in "Scaling" section, select "Fit to: 1 page(s) wide by tall".

User Procedures

1. Click on the template link to go to the report parameter screen
2. Specify the criteria.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.



Post-effects

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

The selected report is generated for you to preview in a pop-up screen.

🕮 Notes

The below criteria can be selected from this screen to generate the reports:
- School Level
- School Session
- Staff Code
- Date as at
- Format

2.11.5 Internal Substitution Notice Report (By Absentee) (R-STD004-E)

🕮 Function Description

"Internal Substitution Notice Report (By Absentee)" allows you to print and preview reports in English or Chinese version, based on the selected print report criteria.

- This report prints a list of substitution plan for a selected absent staff in the order of Substitution Date.
- The cycle or assigned week day information will be shown on the report; indicated in bracket().

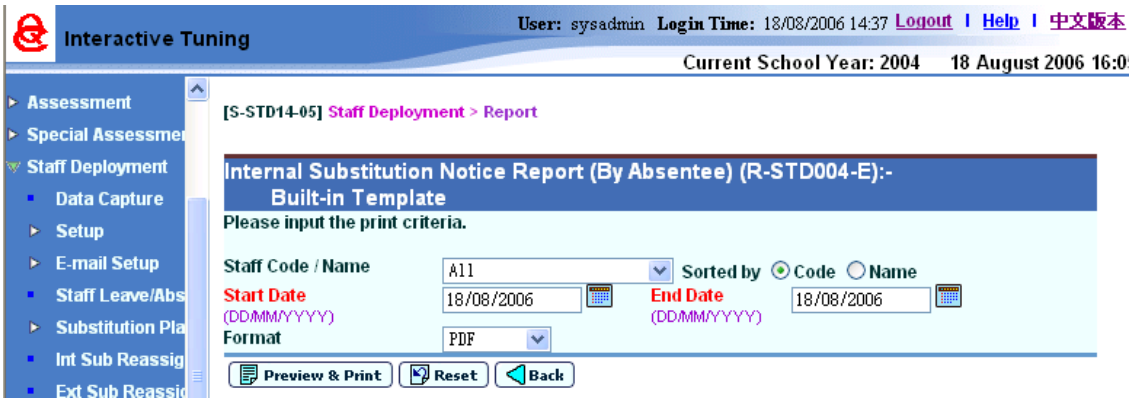
🕮 Pre-requisites

- Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on your machine to view the reports.
- To fit report content to one page in Excel format:
    - In browser, select File -> Page Setup.
    - In Page Setup pop-up window, in "Scaling" section, select "Fit to: 1 page(s) wide by tall".

🖱 User Procedures

1. Click on the template link to go to the report parameter screen
2. Specify the criteria.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



Post-effects

The selected report is generated for you to preview in a pop-up screen.

Notes

The below criteria can be selected from this screen to generate the reports:
- Staff Code
- Start Date
- End Date
- Format

All related classrooms should be shown for the lesson involving more than 1 classroom when user print or preview the Internal Substitution Notice Report (By Absentee)

2.11.6 Internal Substitution Notice Report (By Substitute) (R-STD005-E)

Function Description

"Internal Substitution Notice Report (By Substitute)" allows you to print and preview reports in English or Chinese version, based on the selected print report criteria.

- This report prints a list of substitution plan for a selected substitute in the order of Substitution Date.
- The cycle or assigned week day information will be shown on the report; indicated in bracket().

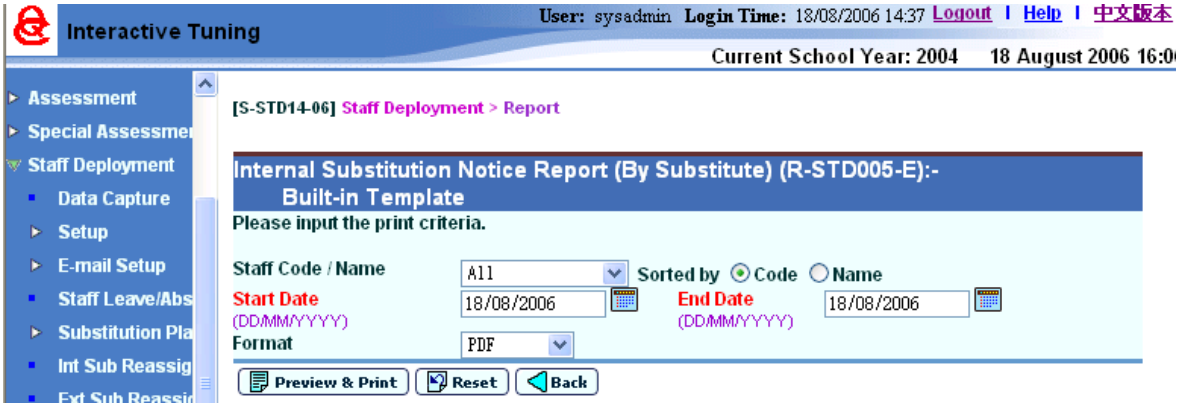
Pre-requisites

- Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on your machine to view the reports.
- To fit report content to one page in Excel format:
    - In browser, select File -> Page Setup.
    - In Page Setup pop-up window, in "Scaling" section, select "Fit to: 1 page(s) wide by tall".

User Procedures

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

1. Click on the template link to go to the report parameter screen
2. Specify the criteria.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.



📖 Post-effects

The selected report is generated for you to preview in a pop-up screen.

📖 Notes

The below criteria can be selected from this screen to generate the reports:
- Staff Code
- Start Date
- End Date
- Format

All related classrooms should be shown for the lesson involving more than 1 classroom when user print or preview the Internal Substitution Notice Report (By Substitute).

2.11.7 Teacher Substitution Comparison Details Report (R-STD006-E)

📖 Function Description

"Teacher Substitution Comparison Details Report" allows you to print and preview reports in English or Chinese version, based on the selected print report criteria.

- This report prints "Substitution balance", "Substitution For Others" and "Substitution By Others" for selected staff code or rank, in the order of Staff Code and Substitution Date.
- Substitution balance of a selected school year will be displayed:
- Substitution balance carried forward (number of periods)
- Count of substituting for others (number of periods)
- Count of substituted by others (number of periods)
- Total substitution adjustment (number of periods)
- Substitution balance (number of periods)

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

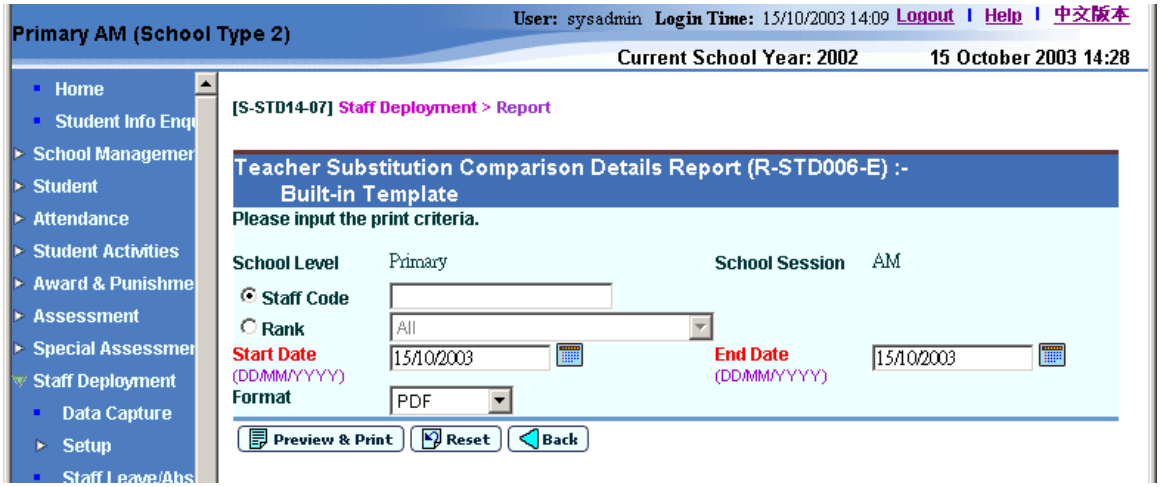
- Substitution balance = substitution balance carried forward + count of substituting for others - count of substituted by others + total substitution adjustment.
- All the above mentioned figures are for a selected school year.

Pre-requisites

- Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on your machine to view the reports.
- To fit report content to one page in Excel format:
  - In browser, select File -> Page Setup.
  - In Page Setup pop-up window, in "Scaling" section, select "Fit to: 1 page(s) wide by tall".

User Procedures

1. Click on the template link to go to the report parameter screen
2. Specify the criteria.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.



Post-effects

The selected report is generated for you to preview in a pop-up screen.

Notes

The below criteria can be selected from this screen to generate the reports:
- School Level
- School Session
- Staff Code / Rank
- Start Date
- End Date
- Format

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.11.8 Teacher Substitution Comparison Summary Report (R-STD007-E)

📖 Function Description

"Teacher Substitution Comparison Summary Report" allows you to print and preview reports in English or Chinese version, based on the selected print report criteria.

- This report prints "Substitution balance" for selected staff or rank in the order of Staff English Name.
- Substitution balance of a selected current school year will be displayed:
    - Substitution balance carried forward (number of periods)
- Count of substituting for others (number of periods)
- Count of substituted by others (number of periods)
- Total substitution adjustment (number of periods)
- Substitution balance (number of periods)
- Substitution balance = substitution balance carried forward + count of substituting for others - count of substituted by others + total substitution adjustment.
- All the above mentioned figures are for a selected school year.

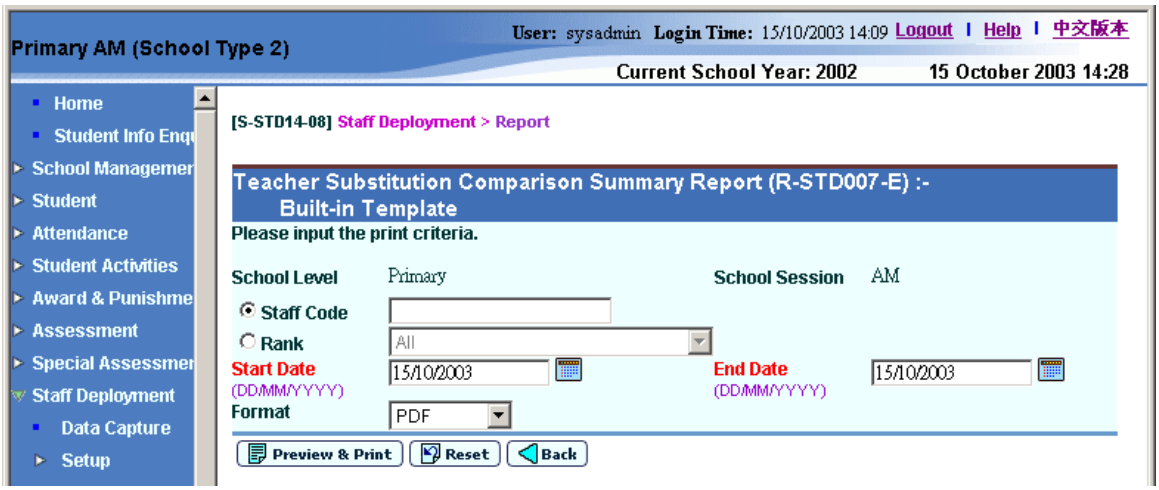
📖 Pre-requisites

- Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on your machine to view the reports.
- To fit report content to one page in Excel format:
    - In browser, select File -> Page Setup.
    - In Page Setup pop-up window, in "Scaling" section, select "Fit to: 1 page(s) wide by tall".

🖱 User Procedures

1. Click on the template link to go to the report parameter screen
2. Specify the criteria.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.



Post-effects

The selected report is generated for you to preview in a pop-up screen.

Notes

The below criteria can be selected from this screen to generate the reports:
- School Level
- School Session
- Staff Code / Rank
- Start Date
- End Date
- Format

2.11.9 Teacher Substitution Balance Report (R-STD008-E)

Function Description

"Teacher Substitution Balance Report" allows you to print and preview reports in English or Chinese version, based on the selected print report criteria.

- This report prints substitution balance as at specified date for teaching staff in the order of Staff Code.
- Substitution balance = substitution balance carried forward + count of substituting for others - count of substituted by others + total substitution adjustment.

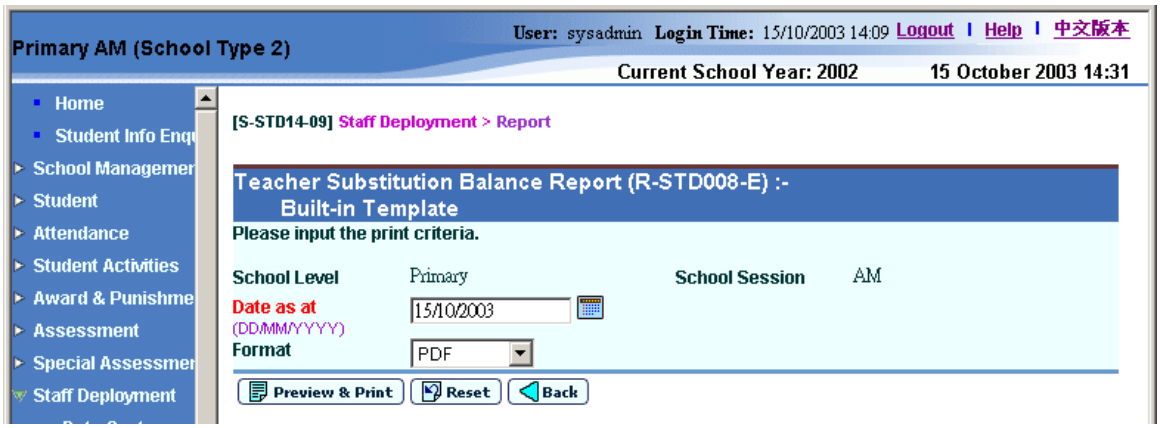
Pre-requisites

- Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on your machine to view the reports.
- To fit report content to one page in Excel format:
    - In browser, select File -> Page Setup.
    - In Page Setup pop-up window, in "Scaling" section, select "Fit to: 1 page(s) wide by tall".

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

User Procedures

1. Click on the template link to go to the report parameter screen
2. Specify the criteria.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.



Post-effects

The selected report is generated for you to preview in a pop-up screen.

Notes

The below criteria can be selected from this screen to generate the reports:
- School Level
- School Session
- As At Date
- Format

2.11.10 Supply Teacher List (R-STD009-E)

Function Description

"Supply Teacher List" allows you to print and preview reports in English or Chinese version, based on the selected print report criteria.

- This report prints a list of supply teachers in the order of Staff Code.

Pre-requisites

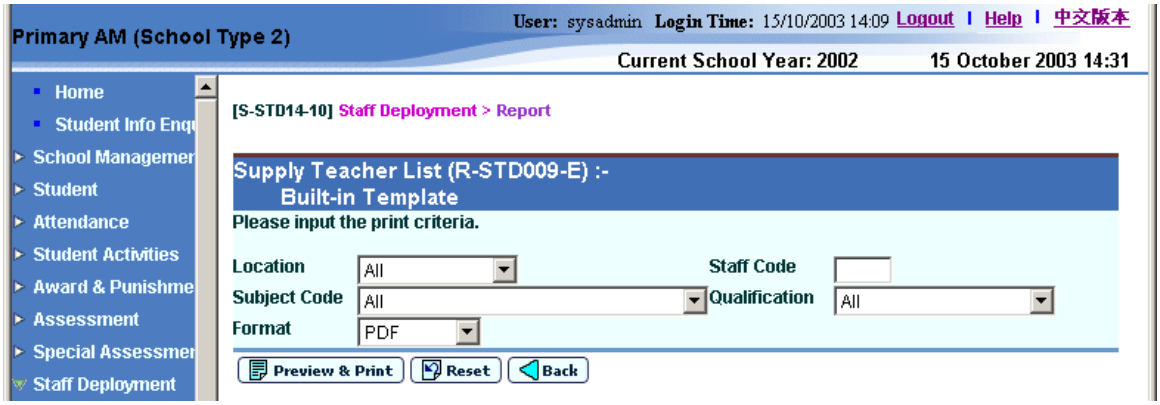
- Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on your machine to view the reports.
- To fit report content to one page in Excel format:
    - In browser, select File -> Page Setup.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

- In Page Setup pop-up window, in "Scaling" section, select "Fit to: 1 page(s) wide by tall".

User Procedures

1. Click on the template link to go to the report parameter screen
2. Specify the criteria.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.



Post-effects

The selected report is generated for you to preview in a pop-up screen.

Notes

The below criteria can be selected from this screen to generate the reports:
- Location
- Staff code
- Subject Code
- Qualification
- Format

2.11.11 Supply Teacher Substitution Report (R-STD010-E)

Function Description

"Supply Teacher Substitution Report" allows you to print and preview reports in English or Chinese version, based on the selected print report criteria.

- This report prints a list of substitution plan for selected supply teachers in the order of Substitution Date and Staff Code.

Pre-requisites

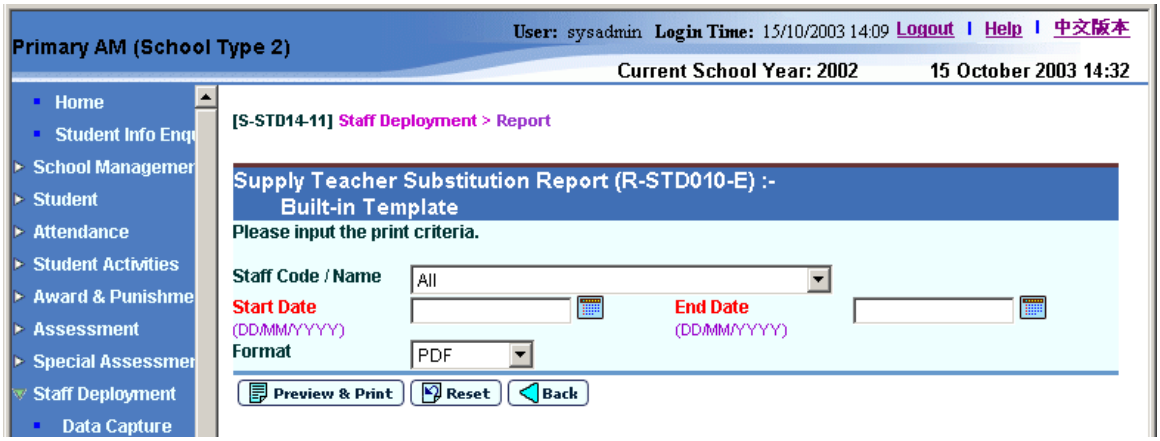
- Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on your machine to view the reports.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

- To fit report content to one page in Excel format:
  - In browser, select File -> Page Setup.
  - In Page Setup pop-up window, in "Scaling" section, select "Fit to: 1 page(s) wide by tall".

User Procedures

1. Click on the template link to go to the report parameter screen
2. Specify the criteria.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.



Post-effects

The selected report is generated for you to preview in a pop-up screen.

Notes

The below criteria can be selected from this screen to generate the reports:
- Staff Code / Name
- Start Date
- End Date
- Format

2.11.12 Annual Summary of Leave Records of Teachers (R-STD011-E)

Function Description

" Annual Summary of Leave Record of Teachers" allows you to print and preview reports in English or Chinese version, based on the selected print report criteria.

- This report prints summary of leave taken by each staff within the specified date range, school level and school session, in the order of Leave Staff Name.

- This report also prints sick leave balance of each staff as at reporting end date.

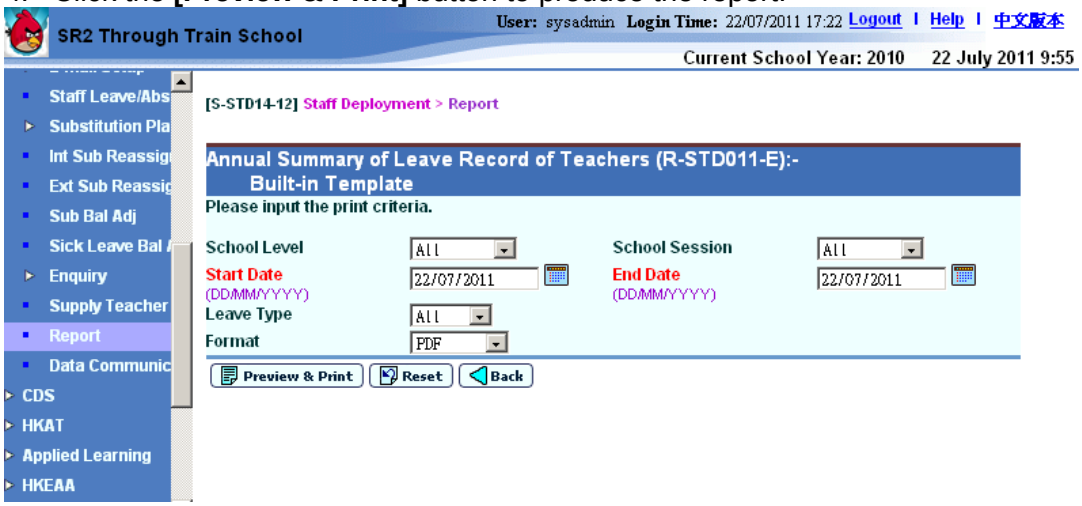
Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

Pre-requisites

- Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on your machine to view the reports.
- To fit report content to one page in Excel format:
  - In browser, select File -> Page Setup.
  - In Page Setup pop-up window, in "Scaling" section, select "Fit to: 1 page(s) wide by tall".

User Procedures

1. Click on the template link to go to the report parameter screen
2. Specify the criteria.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.



Post-effects

The selected report is generated for you to preview in a pop-up screen.

Notes

The below criteria can be selected from this screen to generate the reports:
- School Level
- School Session
- Start Date
- End Date
- Leave Type
- Format

2.11.13 Leave Record Report (R-STD012-E)

Function Description

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

"Leave Record Report" allows you to print and preview reports in English or Chinese version, based on the selected print report criteria.

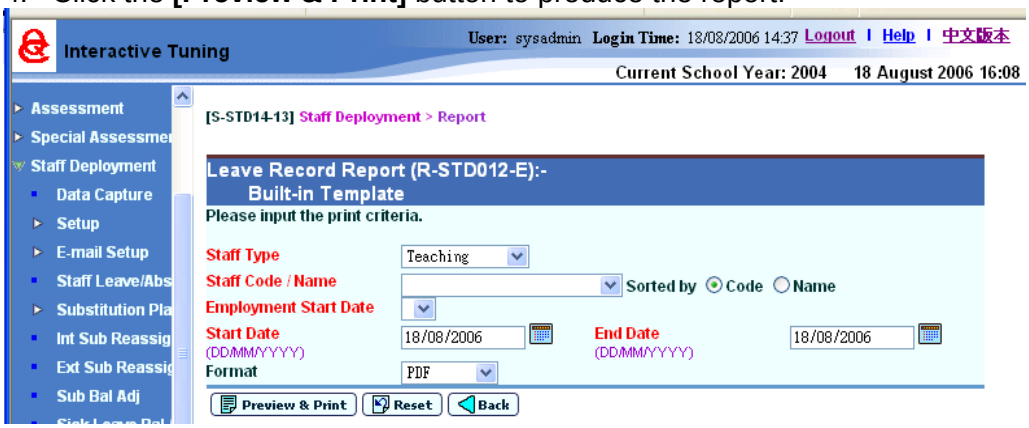
- This report prints list of leave taken by a selected staff within selected employment period, in the order of Start Date.

Pre-requisites

- Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on your machine to view the reports.
- To fit report content to one page in Excel format:
  - In browser, select File -> Page Setup.
  - In Page Setup pop-up window, in "Scaling" section, select "Fit to: 1 page(s) wide by tall".

User Procedures

1. Click on the template link to go to the report parameter screen
2. Specify the criteria.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.



Post-effects

The selected report is generated for you to preview in a pop-up screen.

Notes

The below criteria can be selected from this screen to generate the reports:
- Staff Type
- Staff code / Name
- Employment Start Date
- Start Date
- End Date
- Format

2.11.14 Sick Leave Record Report (R-STD013-E)

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

Function Description

"Sick Leave Record Report" allows you to print and preview reports in English or Chinese version, based on the selected print report criteria.

- This report prints list of sick leave taken by a selected staff member within the selected employment period, in the order of Date of Crediting / Adjustment.
- The Date of Crediting (for aided schools) is the referral date for calculating the number of days for Sick Leave which the staff members are entitled to under the Code of Aid.
  First year of employment: 28 days
  Subsequent years: 48 days
  Maximum: 168 days
- The Incremental Month is the referral month for salary increment. It is automatically attached by the system, but you can edit the data if necessary.
- The Sick Leave Balance is calculated using this algorithm:
  - Obtain the prorated sick leave entitlement by minus the extra advanced sick leave which is obtained by:
    - (Date of Crediting - current date) / 365 X 28 for staff members whose teaching experience is less than a year in non-government schools.
    - (Date of Crediting - current date) / 365 X 48 for staff members whose teaching experience is more than a year in non-government schools.
- If departure record exists, the Sick Leave Balance will always display the sick leave balance upon departure.
- Regulations of sick leave entitlement are as follow:
  - For staff members who serve continually (i.e. without break of service over 45 days) for one year or more, they will be granted upon their appointment to the new school 48 days of Paid Sick Leave on top of their balance carried forward from the previous school.
  - The staff members will be awarded a further 48 days of paid sick leave upon completion of each succeeding year of service.
  - A staff member can be granted maximum 168 days of sick leave entitlement.
  - If a staff member takes No Pay Leave for N days, the Date of Crediting of the Paid Sick Leave in the succeeding year will be postponed by N days accordingly.
  - If a staff member takes 16-45 days No Pay Leave continuously, the Incremental Date will be deferred one month. If the staff member takes 46-75 days No Pay Leave continuously, the Incremental Date will be deferred two months, and so on.

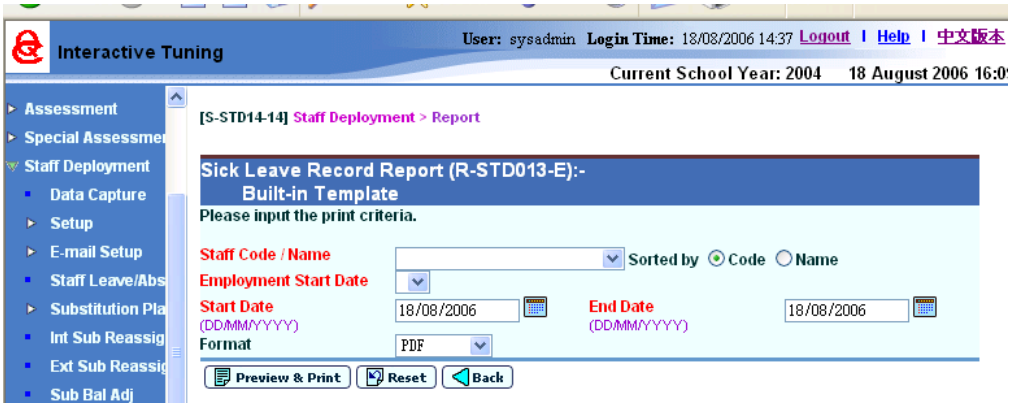
Pre-requisites

- Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on your machine to view the reports.
- To fit report content to one page in Excel format:
  - In browser, select File -> Page Setup.
  - In Page Setup pop-up window, in "Scaling" section, select "Fit to: 1 page(s) wide by tall".

User Procedures

Copyright © 2012. Education Bureau. The Government of the HKSAR. All Rights Reserved.

1. Click on the template link to go to the report parameter screen
2. Specify the criteria.
3. Select the format of the report to be one of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report.



📖 Post-effects

The selected report is generated for you to preview in a pop-up screen.

📖 Notes

The below criteria can be selected from this screen to generate the reports:
- Staff code / Name
- Employment Start Date
- Start Date
- End Date
- Format

2.11.15 Leave Record of Non-Teaching Staff (R-STD014-E)

📖 Function Description

"Leave Record of Non-Teaching Staff" allows you to print and preview reports in English or Chinese version, based on the selected print report criteria.

- This report prints summary of leave taken by non-teaching staff within the specified date range, in the order of Leave Staff Code.

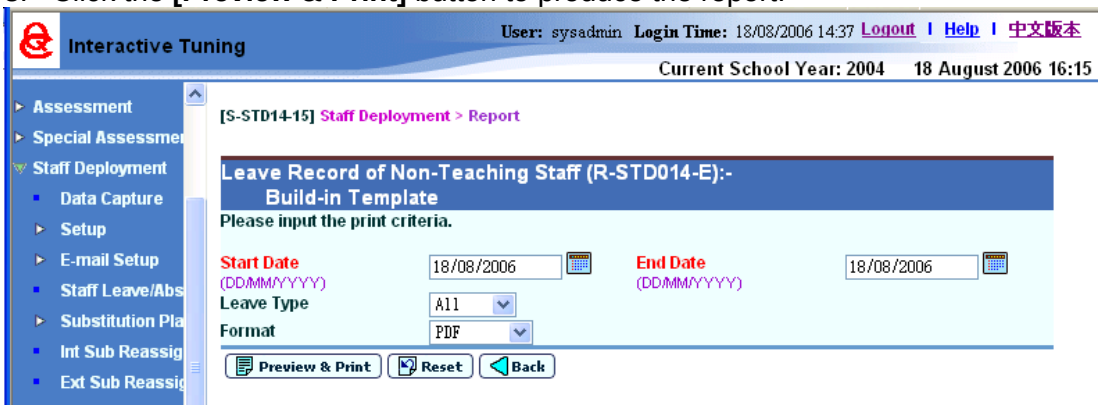
📖 Pre-requisites

- Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on your machine to view the reports.
- To fit report content to one page in Excel format:
    - In browser, select File -> Page Setup.
    - In Page Setup pop-up window, in "Scaling" section, select "Fit to: 1 page(s) wide by tall".

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

User Procedures

5. Click on the template link to go to the report parameter screen
6. Specify the criteria.
7. Select the format of the report to be one of PDF / Word / RTF / Excel.
8. Click the **[Preview & Print]** button to produce the report.



Post-effects

The selected report is generated for you to preview in a pop-up screen.

Notes

The below criteria can be selected from this screen to generate the reports:
- Start Date
- End Date
- Leave Type
- Format

2.11.16 Other Leave Record Report (Excluding Sick Leave) (R-STD015-E)

Function Description

"Other Leave Record Report (Excluding Sick Leave)" allows you to print and preview reports in English or Chinese version, based on the selected print report criteria.

- This report prints list of leave record (excluding sick leave) taken by a selected staff member within the selected employment period and input date range.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

Pre-requisites

- Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on your machine to view the reports.
- To fit report content to one page in Excel format:
    - In browser, select File -> Page Setup.
    - In Page Setup pop-up window, in "Scaling" section, select "Fit to: 1 page(s) wide by tall".

User Procedures

9. Click on the template link to go to the report parameter screen
10. Specify the criteria.
11. Select the format of the report to be one of PDF / Word / RTF / Excel.
12. Click the **[Preview & Print]** button to produce the report.

Post-effects

The selected report is generated for you to preview in a pop-up screen.

Notes

The below criteria can be selected from this screen to generate the reports:
- Staff code / Name
- Employment Start Date
- Start Date
- End Date
- Format

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.12 Data Communication

2.12.1 Preparing Outgoing Data

📖 Function Description

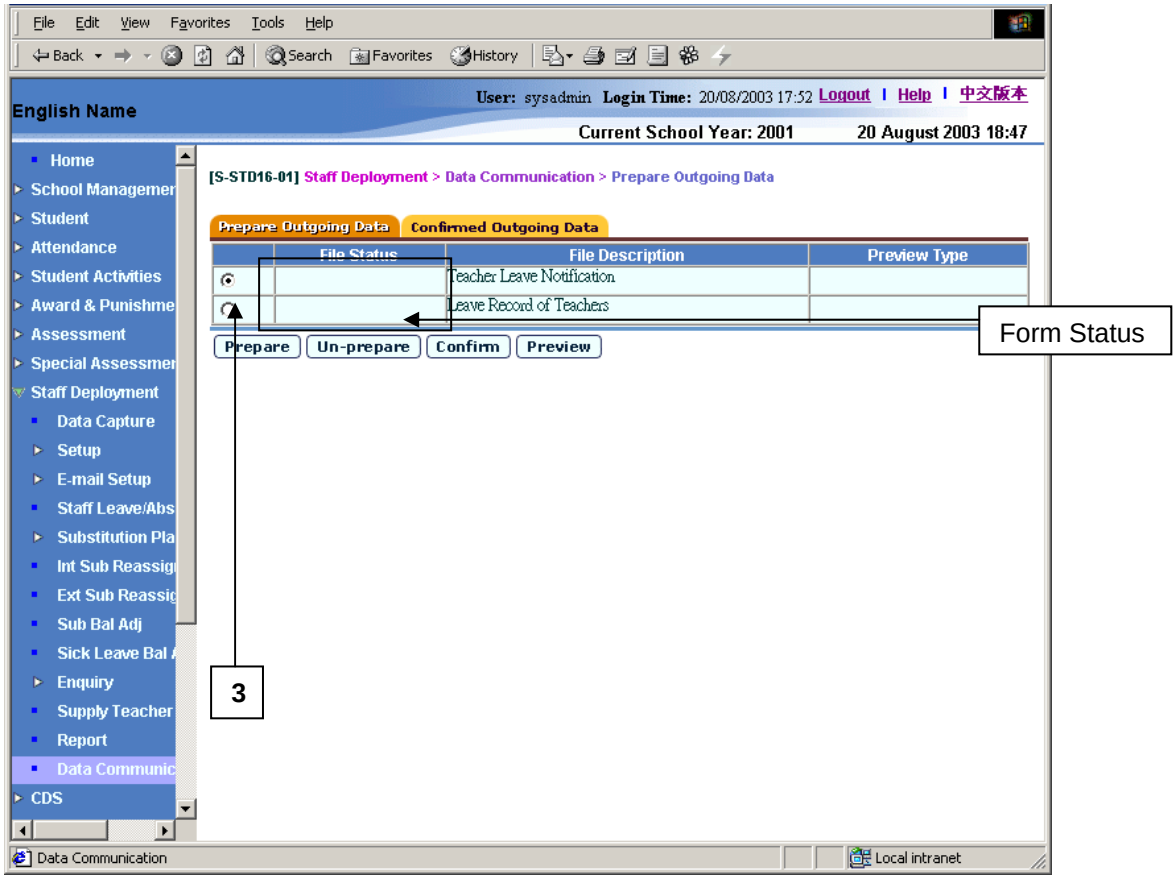
Prepare data interface content into 3 different format, which are raw data, table and report format.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Staff Deployment]** → **[Data Communication]** from the left menu.
2. Click **[Prepare Outgoing Data]** tab.
3. Select a data file by enabling the radio button aside it.



4. To prepare, un-prepare, confirm or preview the selected data file by clicking the **[Prepare]**, **[Un-prepare]**, **[Confirm]** or **[Preview]** button respectively.
   a. Prepare
      i. Enter the search criteria and click the **[Search]** button to search for staff record.
      ii. Check the box aside the records to be prepared.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

iii. Click **[Prepare]** button and confirm the operation.

📖 Post-effects

1. Prepare
   - After the entire 3 formats have been prepared, the interface prepare status will be changed to “prepared” and the preview type column with Report, Table and Raw Data type will be available for user to select.
2. Un-Prepare
   - The file status will be blank.
3. Confirm
   - The file status will be blank.
4. Preview
   - The data file is displayed in a pop-up window.

📖 Notes

1. Prepare
   a. For raw format, content of the raw data will be passed to CDS API, which will write it into a plain text file and store it in a directory. The content of the raw data which CDS API accepts has to be in Java object form. The directory to store the file will be specified in the global property file. For easy reference, it will be refer as Data Comm directory.
   b. For report and tabulated format, Crystal Report template will be used to generate the document. The format of the document will be in PDF. Generated PDF file will also be stored in the Data Comm directory.

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.

2.12.2Preparing Outgoing Data

📖 Function Description

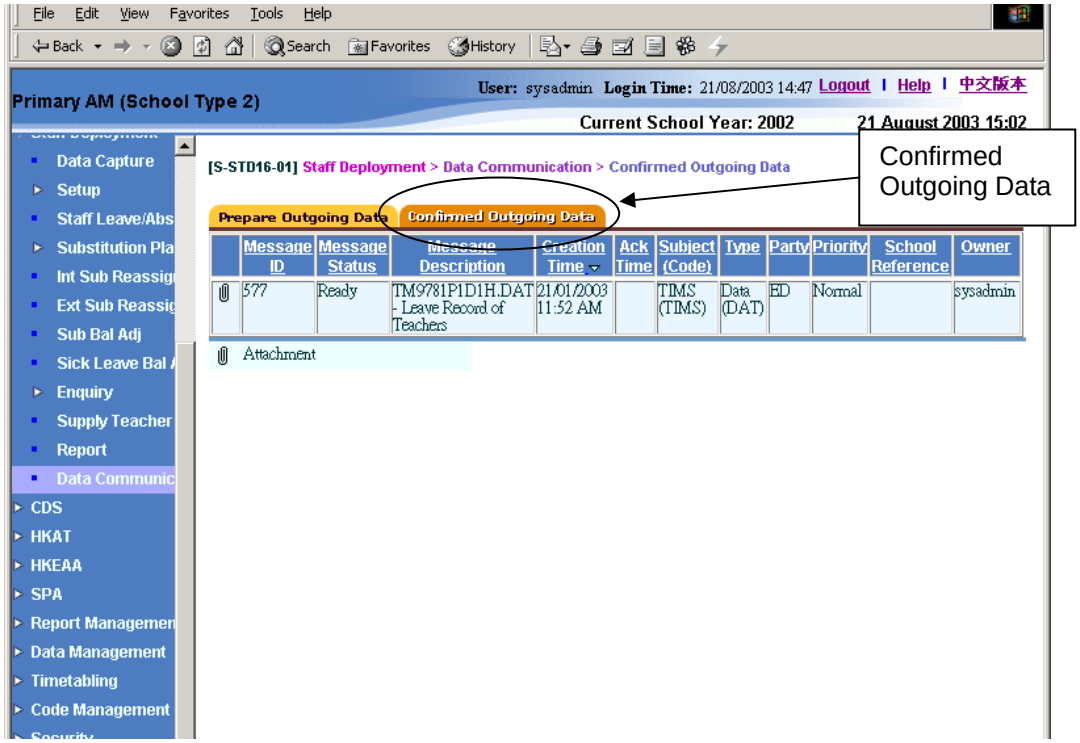
User can view the list of outgoing data that has been confirmed.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Staff Deployment]** → **[Data Communication]** from the left menu.
2. Click **[Confirmed Outgoing Data]** tab to view the list of confirmed outgoing data.



📖 Post-effects

N/A

📖 Notes

N/A

Copyright © 2012. Education Bureau. The Government of the HKSAR.
All Rights Reserved.